Job posting preview eLink history

Bulletin details SENIOR SECRETARY II **Bulletin status Open**

Item Number	2101 SENIOR SECRETARY II
Position Title	SENIOR SECRETARY II
Requirements	One year of responsible secretarial experience at the level of Los Angeles County's class of Secretary I, Secretary II, or Stenographic Secretary. Typing Rate: 40 net words per minute.
Department	Agricultural Comm/Weights and Measures
Bulletin Number	2098BR
Analyst	Garza, Benita ((626) 575-5464)
Manager	Luna-Sepulveda, Luz ((626) 575-5464)
Number of Vacancies	1
Positions Remaining	1
Additional Title	
Job Field	Secretarial
Job Type	Administrative Support
Region	East (Montebello/Downey/South Gate/Whittier) San Gabriel Valley (Pasadena/Monterey Park/El Monte/Pomona)
Type of Recruitment	Transfer Opportunity
Filing Type	Standard
Filing End Date	31-Jan-2011
Filing End Time	
Duties	This position reports directly to the Deputy Director in the Environmental Protection Bureau, and provides full-time secretarial to all the Managers in the Bureau. Duties include highly sensitive and complex work involving Monthly Bureau Reports, contracts, board letters, and press releases and compose memos and responses to various correspondence and reports, timekeeping, secures status of assignments, makes appointments, arranges meeting, maintains Deputy Director's calendar, screen and directs caller to other individuals, divisions, or sections, and takes care of the day to day activities of the Bureau, including checking information for accuracy and completion prior to submitting to supervisor for approval.
Desirable Qualifications	

- Ability multi-task, meet deadlines and manage multiple priority assignments

- Proficient in WordPerfect, Microsoft Word, and Excel
- Excellent attendance record
- Strong organizational skills
- Ability to work independently with minimal supervision

- Strong analytical, oral communication and interpersonal skills
- Ability to handle confidential information appropriately
- Knowledge of the County policies, procedures and practices
- Ability to work effectively with a diverse internal and external population

Certificate(s) Required

Shift Day

General Information **SPECIAL INFORMATION:** All prospective candidates are required to satisfy a background check prior to final appointment, including Live Scan fingerprinting and review of personnel record.

POSITION INFORMATION: Only permanent county employees holding the payroll title of Senior Secretary II are invited to submit a letter of interest, resume detailing relevant work experience and education, and copies of their last two Performance Evaluations, and last two years attendance records by mail or fax **no later than Monday, January 31, 2011. Submit material to:**

Benita Garza
Human Resources Division
12300 Lower Azusa Road
Arcadia CA 91006
(626) 575-5464
Fax: (626) 652-0740

Resumes will be reviewed and only the most qualified candidates whose background and experience-based on material submitted will be contacted for a selection interview.

Vacancy Information The Department of Agricultural Commissioner/Weights and Measures is seeking a highly motivated and dependable individual to fill a vacancy.

Work Schedule: 4-40 (Monday-Thursday).

Contact Name Bentia Garza

Contact Phone (626) 575-5464

Contact Email bgarza@acwm.lacounty.gov

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name 2

Contact Number 2

Other Information

Bulletin Notes

Bulletin team

Name	Dept.	Job title	Phone	Fax
Galindo, Gerardo ((626) 575-5464)	Agricultural Commissioner/ Weights and Measures	Departmental Personnel Assistant	(626)575-5464	(626) 652-0740

Turn-off Autofiler notification for this bulletin ☐

Added by Garza, Benita ((626) 575-5464)

Added on 05-Jan-2011

OK