



"Let your opportunities grow with Tehama County!"

Administrative Secretary II

JOB DESCRIPTION

IDEAL CANDIDATE:

This position is the first point of contact between the public and both 4-H and the agriculture programming for Tehama County Cooperative Extension. As such, excellent interpersonal and communication skills are required. Communication skills necessary for success include both oral and written skills as this position will act in multiple avenues to inform and assist current and potentially new 4-H members. This includes but is not limited to social media, newsletter editing, updating the website, and frequently helping volunteers to coordinate 4-H events throughout the county. The ideal candidate would have a passion for 4-H and youth development as the primary goal of this position is to make the county 4-H program as successful as possible. Teamwork skills are also desired as a lesser amount of this position's time would be spent on helping the office's agriculture research programs.

DESCRIPTION:

Provides varied office administrative, secretarial and clerical support on behalf of designated supervisory, managerial, or administrative positions or in support of departmental programs; answers incoming telephone calls and direct calls to proper staff; coordinates assigned projects and services with other County departments, divisions, and outside agencies and provides general information and assistance to the public.

This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the Administrative Secretary I level may be promoted to the Administrative Secretary II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

EXAMPLE OF DUTIES:

Screens calls, visitors, and mail; responds to complaints and requests for information. | Assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public. | Assists public at the front counter and directs public to appropriate locations/staff. | Performs a wide variety of general clerical duties to support departmental/divisional operations; including filing, preparing records, monthly reports, accounts payable, petty cash reimbursement, and ordering and maintaining office and other related supplies. | Organizes and

maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required. | Performs administrative management of sensitive and confidential issues; schedules and coordinates meetings and calendars of high-level decision makers. | Checks and tabulates standard arithmetic or statistical data; may summarize such information and prepare periodic numerical reports. | Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures. | Types, formats, and proofreads a wide variety of reports, letters, and memoranda. | Attends meetings to record and transcribe minutes; takes and transcribes dictation as required. | Makes copies; collate materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.

EDUCATION & EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Administrative Secretary I and II: Equivalent to the completion of the twelfth (12th) grade supplemented by training in secretarial skills or relevant computer software applications programs

Administrative Secretary II: In addition to the above, an additional two (2) years of work experience as an Administrative Secretary I or equivalent work experience preferably involving some public contact

Experience in Human Resources / Personnel is desired.

LICENSE & SPECIAL REQUIREMENTS:

- Requires a valid California driver's license.
- Current, less than 1 year old, typing certificate.

Click on the position title below to view the full classification specification.

[Administrative Secretary II](#)

Application Deadline:
December 8, 2020 at 5 PM

See other side for position details and benefit information.

DEPARTMENT: Ag Extension

JOB TYPE: Full Time

The department currently has one (1) vacancy.

In addition, Tehama County is establishing an eligibility list to fill future vacancies for an Administrative Secretary II, as well as subsequent vacancies, which occur during the life of the eligibility list.

SALARY
(A-E Steps)

Administrative Secretary II:

\$16.31 - \$19.88 Hourly / \$1,304.80 - \$1,590.40 Biweekly

Annual salary step increases (A-E) based upon satisfactory performance and completion of one (1) year and 2,080 hours.

BENEFITS

- Approximately 80% of the premium for medical, dental, and vision plan is paid by the County. The current employee rate, as of January 2021, is \$193.83/mo. (EPO plan). The plan covers the employee and all eligible family members.
- \$30,000 Life Insurance Plan for employees
- A retirement plan through CalPERS.
- A deferred compensation retirement savings plan is available to employees with a contribution match from the County up to \$60/mo.
- 96 hours of paid vacation (increases upon continuous years of service). 96 hours of paid sick leave. 13 paid holidays plus one 8 hour personal holiday.
- An Employee Assistance Program is provided to all employees and employees' family members at no cost.

APPLICATION PROCEDURE

To apply, scan this QR code with your QR code reader app – Search this job title – Click Apply in the top right corner!



Or visit <http://jobs.tehama.us>

For questions about this recruitment contact:

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