



SAN BERNARDINO
COUNTY

First District Supervisor

Invites Applications for

First District

Secretary I

Part-time/Contract



The Position

The **First Supervisorial District** of the County of San Bernardino is seeking a highly qualified individual with **extensive and responsible secretarial experience** to provide general secretarial support for the Supervisor's office located in the **District Office in Victorville**.

*The **First District Secretary I** is a contract position and will be assigned a **part-time** schedule of at least 30 hours per week, with the potential for a **full-time** schedule of 40 hours per week depending on office needs.*

The essential functions:

- Greets visitors; screens and directs mail/email and calls to the appropriate parties; provides information as appropriate.
- Types letters, reports, and numerical or technical materials; proofs and corrects materials for grammar, punctuation, spelling, accuracy, format, and conformance to office policy.
- Searches for specific materials and compiles reports as instructed.
- Composes factual correspondence following general direction and notes.
- Keeps and maintains files, logs, and records.
- Schedules meetings and conferences and prepares related materials.
- May assist with calendaring, travel arrangements, and preparation of expense reports; makes appointments as directed.

*This contract position is in the **Unclassified Service** and serves at the pleasure of the appointing authority.*



The Qualifications

The **desired qualifications** include two to three years of highly responsible office clerical or secretarial experience involving a wide variety of complex clerical duties, including answering calls, interpreting policies and regulations to provide information to the public, reviewing and processing documents, compiling reports, and word processing; typing speed of 50 wpm is desired.

The **ideal candidate** will possess **five to ten years** of highly responsible secretarial experience in a professional environment; excellent customer service and communication skills; be highly professional, courteous, and tactful in dealing with the public; be discreet and accustomed to working in a confidential environment; be able to multi-task while demonstrating a high level of efficiency and accuracy; and be proficient with computer applications including Microsoft Office Suite.

Experience working with elected officials, boards, commissions or community organizations is highly desired.



The First Supervisorial District

Robert Lovingood proudly serves as the Supervisor for the County of San Bernardino's First District, which includes the desert communities of Adelanto, Apple Valley, Baker, Big River, El Mirage, Helendale, Hesperia, Hinkley, Needles, Newberry Springs, Oak Hills, Pinon Hills, Silver Lakes, Trona, Victorville, Wrightwood, Yermo, and the surrounding areas. The First District is geographically the largest in the County.

The First District maintains offices in both Victorville and at the County Government Center in San Bernardino, where constituents seeking information or assistance may contact their supervisor. The Supervisor is active in the communities he serves, addressing issues of concern such as community development, land use zoning, veteran's affairs, and aging and adult services. He advocates for the District and regularly attends community and business events, and interacts with residents, non-profit agencies, and elected officials. The Supervisor's staff serves as his "eyes and ears" throughout the territory, researching and following up on issues of concern and assisting area residents with issues falling under the County's purview.

His philosophy is simple: When we create jobs, we create revenue to expand public safety and improve critical infrastructure, which will lead to the recovery of our schools and communities.

Salary & Benefits

\$16.09 – \$20.52 hourly

Depending on Qualifications

This position also offers excellent benefits that include:

- Paid Vacation
- Paid Sick and Holiday Leave
- Medical and Dental Coverage for Employee and Qualified Dependents
- Vision Coverage for Employee
- Retirement Plan
- Deferred Compensation Plan
- \$20,000 County Paid Basic Life Insurance

Part-Time Schedule

The First District Secretary I will be assigned a part-time schedule of at least 30 hours per week.

(Schedule may be subject to change depending on office needs.)

Application Process and Filing Deadline

Interested candidates are invited to apply for **First District Secretary I** online at www.sbcounty.gov/hr. Candidates must complete the County application and the supplemental questionnaire.

Applications will be accepted until a sufficient number of qualified candidates have applied.

Interested candidates are encouraged to apply ASAP, but not later than Friday, June 19, 2015.

The most highly qualified candidates will be referred to the appointing authority for an interview.

Supplemental Questions

The following questions will be used to determine your qualifications for **First District Secretary I - Part-time/Contract**. Please be thorough but concise in your responses; for each job where experience was obtained, include employer, dates of employment, and job title.

1. This is a part-time position. Please indicate your willingness to accept a part-time assignment:
 - Yes, I will accept a part-time assignment.
 - No, I will not accept a part-time assignment.
 - ◆ *Potential for full-time schedule depending on office needs.*
2. Describe your experience interacting with the public on a regular basis, i.e., serving customers, answering inquiries both in person and on the telephone, and providing general information.
3. Describe your experience working with elected officials, boards, commissions, and/or community organizations.
4. Describe your experience working in a confidential environment and dealing with sensitive issues.
5. Describe your experience with personal computer applications, particularly Microsoft Office Suite products. Indicate your skill level with each (i.e., beginner, intermediate, advanced) and reason for using each (e.g., writing reports, maintaining spreadsheets, creating presentations, etc.).
6. Please indicate your corrected typing speed.

APPLY ONLINE:

www.sbcounty.gov/hr

CONTACT INFORMATION

Silvia Zayas

Human Resources

157 West 5th Street, First Floor

San Bernardino , CA 92415

(909) 387-5575

Employment@hr.sbcounty.gov

www.sbcounty.gov/hr

