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## Job details

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<b>Bulletin Number</b>	25164BR
<b>Type of Recruitment</b>	Transfer Opportunity
<b>Department</b>	Child Support Services
<b>Position Title</b>	SENIOR SECRETARY II
<b>Filing Type</b>	Open Continuous
<b>Requirements</b>	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.

APPLICATIONS MUST BE FILED **ONLINE ONLY**. APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Interested candidates who meet the requirements are invited to apply by submitting an online application. **Candidates are required to provide the following supplemental materials by uploading them to the online application system:**

1. A cover letter with employee number and resume;
2. Copies of the last two Reports of Performance Evaluation;
3. Copies of the last two years' Prime Variance Time History Report.

If you are unable to upload the supplemental materials online due to a system error, you may email your supporting documents to [Clayton.Larson@cssd.lacounty.gov](mailto:Clayton.Larson@cssd.lacounty.gov) or fax them to (323) 869-0722 within five (5) business days from the time of filing. In your email or fax memo, please provide your name, phone number, employee number, the position to which you are applying, and your position title.

The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. All submitted documents will be evaluated and **only the most qualified candidates will be scheduled for an interview**. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

**Desirable Qualifications** The ideal candidate possesses the following knowledge, skills, and abilities:

1. Strong verbal and written communication skills.
2. Excellent interpersonal skills and demonstrated ability to interact effectively with all levels of staff.
3. Dependable and resourceful; ability to prioritize tasks.
4. Proficient in the operations of Microsoft Word, Excel, PowerPoint, and Outlook.
5. Strong organizational skills and ability to work independently to produce an accurate and thorough work product.

**Duties**

- 6. Excellent attendance record.
- 7. Experience with timekeeping functions and usage of eCAPS
- 8. Ability to handle high priority assignments.
- 1. Screens a high volume of calls, furnishes requested information and takes detailed messages for the Division Manager; independently assists with inquiries and calls which do not require the attention of the Division Manager.
- 2. Makes appointments and arranges meetings for the Division Manager or the Division staff as required.
- 3. Checks and/or proofreads materials submitted for manager's attention to ascertain that all relevant data, files, signatures, etc., are included.
- 4. Orders and maintains supplies of the Division.
- 5. Acts as intermediary between manager and staff; transmits verbal and written messages, orders, and requests.
- 6. Acts as liaison for the Division Manager with other departments, agencies, and jurisdictions.
- 7. Receives, logs, and distributes mail and documents as appropriate.
- 8. Assists the Chief Executive Office staff as requested.

**Contact Name** Clay Larson  
**Contact Phone** (323) 889-3463  
**Contact Email** Clayton\_Larson@cssd.lacounty.gov  
**Job Field** Administration  
Clerical  
Secretarial  
**Job Type** Administrative Support

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