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Bulletin Number 25833BR

Type of Recruitment Transfer Opportunity

Department Probation

Position Title MANAGEMENT SECRETARY III

Filing Type Open Continuous

General Information The Probation Department is seeking a highly motivated, dependable and organized individual to fill the position of Management Secretary III.

Requirements *DO NOT APPLY ONLINE*

Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Management Secretary III** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Hania Cardenas
 Placement Services bureau
 9150 East Imperial Highway
 Downey, CA 90242
 Phone: (562) 335-7760

Please email documents to:
Hania.Cardenas@probation.lacounty.gov with the subject line "Management Secretary III."

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

Desirable Qualifications

- Adheres to strict confidentiality
- Proficient in Access and Excel
- Be a Self-Starter
- Work with minimal supervision

Duties

- Replies to personal and other correspondence, composing letters with or without dictation.
- Screens office and telephone callers, meets the public, makes appointments, and arranges conferences and speaking engagements.
- Directs callers to other departments and officials or to other

individuals, divisions, or sections of the department where assigned.

- Takes care of day-to-day inquiries or problems wherever possible.
- Secures information on the status of pending matters and reasons for delay in the completion of projects.
- Maintains office files and records, including those of a confidential nature.
- Performs confidential and personal services, as requested.
- Recognizes the need for revisions in office, clerical, and secretarial procedures, and makes recommendations regarding such changes.
- May assign and supervise the work of other employees

Vacancy Information This transfer opportunity is located at Probation Headquarters, 9150 East Imperial Highway, Downey, California 90242.

THIS IS NOT A CIVIL SERVICES EXAMINATION

Available Shift Day
Contact Name Hania Cardenas
Contact Phone (562)335-7760
Contact Email Hania.Cardenas@probation.lacounty.gov
Job Field Secretarial
Job Type Administrative Support

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