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SENIOR SECRETARY II

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Salary ⓘ Not Displayed

Location ⓘ Los Angeles County, CA

Job Type Full time

Department AGRICULTURAL
COMMISSIONER WEIGHTS AND MEASURES

Job Number TRAW210101

| DESCRIPTION | BENEFITS |
|-------------|----------|
|-------------|----------|

Position/Program Information



DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

TRANSFER OPPORTUNITY ANNOUNCEMENT

MUST BE A PERMANENT LOS ANGELES COUNTY EMPLOYEE WHO HOLDS THE PAYROLL TITLE OF SENIOR SECRETARY II AND PASSED THEIR INITIAL PROBATIONARY PERIOD.

The Department of Agricultural Commissioner/Weights and Measures, Weed Hazard and Integrated Pest Management Bureau (WHIPM) is seeking a highly qualified, self-motivated,

dependable, and reliable individual to fill the position of a Senior Secretary II. The Senior Secretary II reports directly to the Deputy Director. The vacancy is located at 12300 Lower Azusa Road, Arcadia, CA 91006.

Essential Job Functions

- Provides written and verbal response to inquiries; answers and screens telephone calls and provides immediate assistance, requested information or refers callers to appropriate staff for assistance.
- Formats large and often complex documents.
- Prepares and finalizes correspondence, documents, forms, etc., and ensures that all materials submitted for approval are accurate and complete, and that all relevant information, attachments, clearances, etc. are included, including information of a confidential or sensitive nature.
- Maintains the Deputy Director's calendar and coordinates meetings as requested.
- Tracks the status of hundreds of contracts, employee training, required certifications, continuing education hours, and other items.
- Explains the Bureau's services to potential customers.
- Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy and the laws and regulations governing the activities of the office.
- Recommends improvements to office protocols/administrative operating procedures for the Bureau.
- May supervise lower-level clerical staff.

Requirements

MUST CURRENTLY BE A PERMANENT LOS ANGELES COUNTY EMPLOYEE WHO HOLDS THE PAYROLL TITLE OF SENIOR SECRETARY II AND PASSED THE INITIAL PROBATIONARY PERIOD.

DESIRABLE QUALIFICATIONS:

- Ability to work well with internal and external staff, clients, and vendors;
- Ability to work collaboratively with multiple managers and supervisors toward common goals;
- Strong oral and written communication skills;
- Excellent customer service skills;
- Strong analytical and organizational skills;
- Proficiency in Microsoft Office, Internet, and electronic document management;
- Type a minimum of 40-60 WPM;
- Ability to manage multiple priorities according to deadlines, working independently and in a team environment.

Additional Information

Employees who meet the position requirements above and are interested in being interviewed may submit:

1. A resume which includes their employee number, cell phone number, and email address (if available);
2. Copies of their last two (2) performance evaluations;
3. Time History Report (prime variance only) for the last two (2) years.

Please email or fax your information to:

Agricultural Commissioner/Weights and Measures
Human Resources Division
Attention: Andrea Cortez
Email: acortez@acwm.lacounty.gov
Phone: (626) 575 - 5464 | Fax: (626) 652-0740

| Agency | Address | Website |
|-----------------------|---|--|
| County of Los Angeles | ***** Los Angeles, California, 90010. | http://hr.lacounty.gov (http://hr.lacounty.gov) |

JOB OPPORTUNITIES (/CAREERS/LACOUNTY) **ACCOUNT (/CAREERS/LACOUNTY/APPLICATIONS)**

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