



**TAKE YOUR EXCELLENT
COMMUNICATION AND
ORGANIZATION SKILLS TO THE
NEXT LEVEL!**

SECRETARY I-II COMMUNITY ECONOMIC DEVELOPMENT DEPARTMENT

**SALARY: \$28.41 - \$38.47 HOURLY
\$4,925 - \$6,668 MONTHLY
PLUS AN ATTRACTIVE BENEFITS PACKAGE**



The Position

The City of East Palo Alto is now actively seeking a compassionate, organized, responsible Secretary I-II for the Community Economic Development Department. The Secretary I-II learns and performs a variety of office administrative, secretarial, and office support duties, requiring a thorough knowledge of the assigned department, division, or program, its procedures, and operational details. The incumbent will provide administrative support to various departmental staff and compose and prepare correspondence using judgment in content and style. The Secretary I-II will perform skilled word processing, data entry and organization, telephone and counter reception, invoice processing, recordkeeping, statistical and technical report preparation, and filing, as well as perform related duties as assigned.

This is an open competitive/ promotional recruitment, meaning that it is open to qualified permanent employees and any other applicants who meet the minimum qualifications. Two employment lists will be created for internal promotional and an open list of all other non-current EPA employees.

The department may hire at either the I or the II level depending on the skills, certifications, and qualifications held by the pool of applicants.

Qualifications

Education: Equivalent to graduation from the twelfth (12th) grade, preferably supplemented by specialized coursework in typing, bookkeeping, or related office function(s).

Experience:

- Secretary I: One (1) year of experience performing office support duties using modern office practices, procedures, and equipment.
- Secretary II: Three (3) years of progressively responsible experience performing office support activities using modern office practices, procedures, and equipment.

License and Certifications: Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and a satisfactory driving record.

Apply Today

To be considered for this exciting opportunity, candidates should apply through CalOpps.org.

Deadline to Apply: Tuesday, September 10, 2024, at 11:59 PM

Additional inquiries about the position may be directed to Danielle Oliveira from Muchmore Than Consulting, danielle@muchmorethanconsulting.org or (650) 853-3116.



 **SCAN ME**