

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

# WE ARE SEEKING A SKILLED SECRETARY I for the Public Works Department

## THE POSITION

The City of East Palo Alto is now actively seeking a compassionate, organized, responsible Secretary I for the Public Works Department. The Secretary I position is a part of the Secretary I-II classification series. Currently, we are only seeking one full-time Secretary I for the Public Works Department. This position will serve at two locations the corporation yard and the public works office. The Secretary I 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 will perform skilled word processing, data entry and organization, telephone, and counter reception, processing of invoices, recordkeeping, statistical and technical report preparation, and filing; and perform related duties as assigned.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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

**Experience:** One (1) year of experience performing office support duties 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.

## SALARY

### Secretary I

- \$28.41 - \$34.53 Hourly
- \$4,925 - \$5,986 Monthly

### Plus...

- Wonderful Benefits
- Hybrid work schedule options are available

### How to Apply:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. <https://www.calopps.org/city-of-east-palo-alto>. Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

### DEADLINE TO APPLY:

**Wednesday, July 17, 2024, at 11:59 PM**



SCAN ME

Join us Today!

THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER