EMPLOYMENT OPPORTUNITY

SECRETARY

Annual Salary: $36,154.56 - $43,946.09 **Filing Deadline: 4:00 P.M. July 12, 2013**

The City reserves the right to extend the filing deadline as necessary.

GENERAL STATEMENT OF DUTIES: Under the supervision of higher level staff, performs a wide variety of secretarial/clerical duties and departmental support functions.

EXAMPLES OF ESSENTIAL DUTIES: Types correspondence, memos, contracts, grant proposals, legal advertisements and reports; composes routine letters; schedules appointments, and coordinates travel arrangements for department staff; responds at the counter and by phone to inquiries, requests, complaints, and reports from the public; coordinates meetings, including the scheduling of facilities and/or equipment; receives and routes departmental phone calls and mail, taking detailed phone messages as necessary; collects and maintains various types of data; prepares manuals, charts, rosters, reports and other documents as requested; is responsible for front counter customer service; maintains department supply inventory; processes applications for permits/licenses; collects charges for services and fines; prepares check requests for approval; maintains department files and records, and prepares files for storage and/or destruction; applies computer programs to various communications, reports and record keeping needs of the department; processes and maintains personnel records for part - time personnel; maintains communication with work force via two-way radio; dispatches work crews for emergency repairs *(Public Works and Environmental Services Secretaries only)*; prepares agenda packets and transcribes minutes for various City Committees, Commissions and Task Forces; forwards accident/incident claims and supervisor's report of injury forms to the City Manager's Office for processing; verifies insurance compliance; processes agreements; initiates and maintains records for persons/companies under contract with the City; processes building permit applications for plan check, issuance and finalizing of projects, working with the Community Development Department and the Building Division *(Community Development, Public Works Secretaries only)*.

REQUIREMENTS:

Knowledge of: Standard office computer software, including word processing, spread sheets, and database programs; principles and methods of office organization including filing and records management; proper English usage, including spelling, grammar, punctuation and composition; basic mathematical computation; the principles and practices of effective customer service.

Skill in: Operation of standard office equipment including, computer systems and software, printers, calculators, dictaphone, postage machine, copy and fax machines; database creation and management; communicating clearly and effectively, both orally and in writing; reading and communication skills sufficient to allow understanding, interpretation, and explanation to others of City policies, procedures, regulations and codes; recording and transcription of meeting minutes; maintaining cooperative and effective working relationships with co-workers; maintaining confidentiality. *Some departments require skill and ability to communicate over two-way radio.*

OTHER REQUIREMENTS:

- Must be willing to attend meetings after regular working hours as necessary.
- Must be willing to travel for trainings and/or other meetings as required.

DESIRABLE EXPERIENCE AND/OR TRAINING:

Applicants must have experience and/or training, which would demonstrate possession of the required knowledge and skills outlined above. An example would be equivalent to graduation from high school with some clerical and customer service training and/or experience.

BENEFITS:

RETIREMENT: PERS CLASSIC MEMBERS (2% at 55) - The current 7% employee contribution is paid by the employee. **NEW PERS MEMBERS** or **PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62)** – The current 6.25% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS. **MEDICAL** - The City's Workers' Compensation coverage is self-funded. The City currently pays the majority of the premium for employee and family (**city pays $839.73 semi-monthly & employee pays $70.55 semi-monthly for a family of 3 or more** for Medical (Anthem Blue Cross). City pays the entire premium for Dental (Delta) and Vision (VSP) coverage. Note: There are specific requirements for continuing medical coverage as a retiree. **VACATION** - Accrues at 1 day per month upon employment and increases with time in service. **SICK LEAVE** - Accrues at 1 day per month with no limit. Six days of Family Sick Leave are also allowed per year and are deducted from employee's accrued Sick Leave. This is not accruable. **FAMILY ILLNESS/BEREAVEMENT LEAVE** – An employee may be granted up to 6 days per year family illness/bereavement leave with pay. This is not accruable. **HOLIDAYS** - The City pays for 11 fixed holidays per year, in addition to 4 floating holidays. **LIFE INSURANCE** - The City pays the premium on a $50,000 term life insurance policy for eligible employees. **LONGEVITY PAY** – Employee receives an additional 2.5% of base pay after 10 years; 5% after 15 years; 7.5% after 20 years. **DEFERRED COMPENSATION** – Two 457 Deferred Compensation plans available, with City contribution after 1 year employment and increases with time in service. **OTHER BENEFITS** – Other benefits include City-paid membership in an Employee Assistance Program (EAP) for the employee and eligible dependents; an education and training reimbursement program; optional participation in supplemental health coverages through AFLAC; optional participation in pre-tax Unreimbursed Medical and Dependent Care Assistance programs; Quit Smoking and Adoption incentive plans; waiver (if applicable) of City of Arcata water and sewer service charge base rates; and free transportation on the Arcata & Mad River Transportation System for employee and immediate family members.

-Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs-

Please note: Any employee in a classification represented by the Union shall, as a condition of continued employment, either become a member of the Union or, in the alternative, pay to the Union as an agency fee an amount of money equal to the customary initiation fee and monthly dues and assessments of Union member employed by the City. Such obligation shall commence for new employees after completion of their initial probationary period.

APPLICATION/SELECTION PROCESS:

A City of Arcata employment application and attached supplemental application must be received in the City Manager's Office by 4:00 p.m., Friday, July 12, 2013.

PLEASE NOTE: Cover letters, resumes, and/or additional materials **(other than continuation of information included on application, i.e., applicable employment history)** will not be accepted, and will be discarded before the screening process.

Application materials are available from:
City of Arcata, City Manager's Office
736 F Street, Arcata, CA 95521; (707) 822-5953; www.cityofarcata.org

All applications received are screened to determine which applicants most closely match the desired education, experience, knowledge, and abilities of the position. Applicants can view the status of the recruitment process on the Job Opportunities page of our website. Applicants will also receive written notification of the results of the screening process. Applicants meeting the minimum qualifications are not necessarily guaranteed advancement to the examination process, as only the most qualified candidates will be invited to participate. The Director of Public Works [and/or designee(s)] will interview the top candidates from the examination process. The eligibility list created from this recruitment will remain in effect for one year from the date testing has been completed.

EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATON:

The City of Arcata is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans With Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-825-2114) prior to the testing date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the City must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential City employees must complete a required pre-employment physical examination, receive DOJ fingerprint clearance, and have a satisfactory driving record (if required to drive for city business).

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.

Posted: 06/27/13