



The City of Scotts Valley is seeking candidates for

**ADMINISTRATIVE SECRETARY I or II – RECREATION DIVISION
DEPENDING ON QUALIFICATIONS (DOQ)**

FINAL FILING DATE: 5:00 P.M. – 8/31/17 Extended to 9-8-17

Salary Ranges:

Admin Secretary I - \$3,373 to \$4,519 / month (DOQ)

Admin Secretary II - \$3,538 to \$4,741 / month (DOQ)

Full Time / Permanent

Excellent Benefits / Fully Paid Medical Insurance

The City of Scotts Valley is recruiting for an Administrative Secretary I in the Recreation Division of the Public Works Department. This position will plan, organize, coordinate office management and administration for the Recreation Division, and assign, evaluate and/or perform difficult and responsible clerical support work. Prepare agendas and take minutes of the Parks & Recreation Commission's monthly evening meetings, and the Senior Center Board of Directors daytime quarterly meetings. Public service experience is preferred. Extensive public contact; general computer and math skills required. Possession of a valid, State of California driver's license is required.

City application required. Must provide 60 wpm typing certificate with application.

A written test may be required at the time of interview.

Complete job specification and application are available at City Hall, 1 Civic Center Drive, Scotts Valley, CA 95066, (831) 440-5600, or online at:

<http://www.scottsvally.org/administration/employment.html>.

Education and Experience: Any combination equivalent to completion of high school and at least three years secretarial experience, including at least one year in a responsible administrative support capacity. Supplemental college experience desirable; or any combination of education and experience which provides the skills, knowledge, and abilities listed. A typical way to obtain these qualifications would be through a degree from an accredited college or university in business, public administration or a related field, and two years of responsible administrative experience.

Ability To: Communicate courteously and effectively with the public and other staff; acquire knowledge quickly about City functions, policies and staff; compose correspondence when necessary; use good judgment and tact; type accurately at a minimum of 60 words per minute; reason and learn new techniques and equipment such as computer hardware and software; read, interpret, and apply policies, laws, rules and regulations; make mathematical calculations at a high school level; follow oral and written instructions; plan and organize own work and work space; take direction from several supervisors; ability to prioritize; remain calm under pressure; work independently with minimum supervision; meet established deadlines; establish and maintain effective working relationships with the public, department and Citywide staff, as well as City advisory bodies.

Knowledge of: Office practices and procedures; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; and basic records retention systems; telephone techniques; letter and report writing, composition, and proofreading of reports, memos, and correspondence; standard office equipment; knowledge of the organization and operation of a municipal government; knowledge of effective work management and scheduling techniques; general knowledge of the function of the department.

Benefits: The City of Scotts Valley participates in the Public Employees' Retirement System (PERS). State laws (PEPRA) have established the following retirement requirements:

- Candidates currently enrolled in the PERS system (Classic): 2.5% @ 55
(City pays employee portion of PERS)
- Candidates new to the PERS system or who have had more than a six-month break from PERS (PEPRA): 2% @ 62, with a 6.25% employee contribution
- Fully paid medical insurance