



Job Announcement for the Position of:  
**Secretary**  
**Temporary Assignment**

Salary: \$23.00 - \$27.43 hourly, depending upon qualifications  
**DEADLINE TO APPLY: 5:00 p.m. on Friday, March 30, 2018**

The Alameda County Workforce Development Board (ACWDB) Department is hiring a Secretary for a full-time, **temporary position with no benefits, expected to last a minimum of three months with the possibility of extension.**

#### DESCRIPTION

This Secretary position provides administrative support to the Assistant Director and the Workforce System and Business Services teams in the ACWDB Department. The temporary Secretary will be expected to maintain regular hours of 37.5 per week and operate out of the ACWDB office located in Hayward.

#### EXAMPLES OF DUTIES

1. Prepares and composes from brief instructions correspondence and documents.
2. Prepares agendas and transcribes minutes of meetings (i.e., Board or Commission); may attend special committee meetings and take notes; edits drafts for composition and grammatical structure.
3. Maintains an appointment calendar for the Assistant Director exercising considerable discretion in committing the administrator's time or referring caller to another appropriate source of information or service; advises Assistant Director of appointments; sets up meetings, contacts participants, reserves rooms, prepares notices and agenda and assembles materials/documents needed for such meetings.
4. Performs routinely and independently administrative support tasks such as researching operating problems; independently refers matters to other staff members for research; contacts outside vendors or County representatives on matters requiring independent judgment.

5. Acts as contact/resource person for departmental policy matters often involving application of governing laws and regulations and acts as office automation specialist/coordinator/troubleshooter; processes complaints from the public.

6. Handles phone calls and answers questions that involve searching for and abstracting technical data and detailed explanation of laws, policies, or procedures, referring only matters requiring policy decisions to superiors.

7. Compiles a variety of narrative and statistical reports, locating sources of information, devising forms to secure data, and determining proper format for finished reports; may maintain cost records, prepare departmental budgets, and assist in maintaining financial controls throughout the year.

8. Sorts, screens, prioritizes and routes mail, attaching pertinent correspondence and other relevant data for reference; determines in what priority material should be referred to staff and the Assistant Director's attention.

9. Develops and maintains work flow and other procedures and revises procedures manuals.

10. Provides back-up support to the ACWDB Department Secretary.

## MINIMUM QUALIFICATIONS

The equivalent of two years of full-time experience in clerical work or one year of secretarial experience that requires a typing proficiency level of not less than 40 wpm.

## KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

### **Knowledge of:**

- \* Modern office practices and procedures, including business correspondence, record keeping systems, and standard office equipment operations.
- \* Correct English usage, including spelling and grammar; business letter writing and proper format for typed materials.
- \* Word processing and/or spreadsheet applications.

### **Ability to:**

- \* Perform difficult clerical work involving independent judgment; type with speed and accuracy at not less than 40 words per minute.
- \* Prepare clear and comprehensive reports; draft, compose and edit correspondence from brief oral or written instructions, using word processing applications.
- \* Speak clearly and concisely to obtain and relay information.

- \* Maintain personnel and other record files.
- \* Identify and correct errors in English usage, grammar, and mathematical calculations in a variety of documents.
- \* Organize and prioritize work load; complete work under time deadlines.
- \* Learn to interpret and apply laws, rules, and written directions to specific situations.
- \* Establish and maintain effective working relationships with co-workers and the general public.

### **The Application Process:**

Submit applications/resumes to:  
Oakland Private Industry Council  
268 Grand Avenue  
Oakland, CA 94610  
Attn: Richard de Jauregui

BEFORE the DEADLINE TO APPLY (5:00 p.m. Friday, 3/30/2018)

- Letters of Recommendation and References may be submitted with resumes.
- The anticipated start date for this position is Monday, April 16, 2018.

### **About the Alameda County Workforce Development Board**

The Alameda County Workforce Development Board (ACWDB) is a group of dedicated and talented individuals from the business community, higher education institutions, economic development agencies and workforce/labor agencies responsible for overseeing contracted workforce development activities in Alameda County for job seekers, dislocated workers, and employers. The members of the ACWDB are appointed by the County of Alameda Board of Supervisors and are also responsible for ensuring that contracted workforce development services meet fiscal and programmatic performance standards. The ACWDB contracts services to provide job seekers with excellent case management, training and placement opportunities to attain high quality and fulfilling careers. Youth enrolled in ACWDB contracted services are provided the necessary resources and work-related experiences to become ready for the world of work. <http://www.acwdb.com/about/>