

EMPLOYMENT OPPORTUNITY

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| 1. RPA # | GOE-002 |
| ANALYST'S INITIALS | LD |
| DATE | 10/04/06 |

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

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| 2. CLASS TITLE Secretary Executive Secretary** | 3. POSITION NUMBER 327-100-1176-XXX 327-100-1247-XXX | 4. TENURE PERMANENT | 5. TIME BASE Full Time | 6. CBID R04 |
| 7. OFFICE OF LITTLE HOOVER COMMISSION | 9. LOCATION (CITY or COUNTY) SACRAMENTO | | 13. MONTHLY SALARY Secretary \$2,598 - \$3,158 Exec. Secretary \$2,921 - \$3,551 | |
| 8. SEND APPLICATION TO: Little Hoover Commission Attn: Nancy Lyons 925 L Street, Suite 805 Sacramento, CA 95814 | 10. WORKING HOURS MON - FRI, 8 a.m. - 5 p.m. | | 14. FILE BY Until filled | |
| | 11. PUBLIC PHONE NUMBER (916) 445-2125 | | | |
| | 12. CALNET NUMBER (8) 485-2125 | | | |

Please call (916) 445-2125 for a full duty statement

DUTIES:

Under the supervision of the Executive Director and the Deputy Executive Director, the incumbent performs responsible secretarial work with a high degree of accuracy, including providing logistical arrangements for Commission public hearings, field tours, advisory committee meetings and subcommittee meetings. The incumbent functions as the receptionist for the Commission office; screens telephone calls and visitors; processes incoming and outgoing mail; orders supplies; prepares and processes purchase orders; arranges maintenance, repair, replacement and upkeep on all office equipment; fills requests for Commission reports; maintains computerized databases for Commission studies, including issue experts, public hearing witnesses, advisory committee members, public notice and press release distribution lists, and new report recipients. The incumbent is responsible for the distribution of new Commission report releases, distribution of public notices and press releases for Commission meetings, and attends all public hearings to record testimony and provide secretarial support; and, performs other general office functions as required.

KNOWLEDGE, SKILLS, ABILITIES AND DESIRABLE QUALIFICATIONS:

Knowledge of modern office methods, supplies and equipment; business English and correspondence. Ability to read and write English at a level required for successful job performance; type at 40 words per minute; perform difficult clerical work; make clear and comprehensive reports and keep difficult records; prepare correspondence independently; communicate effectively; meet and deal tactfully with the public; and direct the work of others. Interact well with Commissioners, representatives of other state agencies, and internal staff; dependability, initiative and excellent attendance record; strong organizational skills; adapt easily to changing priorities; follow verbal and written instructions; personal computer experience, including the Internet and WindowsXP Professional, Microsoft Word, Outlook.

SELECTION CRITERIA:

Qualified candidates must be reachable on an employment list for this classification, be currently in this classification or have transfer eligibility to this classification.

ADDITIONAL INFORMATION:

**Will consider hiring an Executive Secretary, monthly salary: \$2,921 - \$3,551. Call for Duty Statement.

TO APPLY:

Send standard state employment application (Form Std. 678) to the Little Hoover Commission, 925 L Street, Suite 805, Sacramento, CA 95814, Attn: Nancy Lyons.

Little Hoover Commission Web site: www.lhc.ca.gov