



CIVIL SERVICE COMMISSION
COUNTY OF MADERA
ANNOUNCEMENT OF EXAMINATION

**EXECUTIVE ASSISTANT TO THE COUNTY
ADMINISTRATIVE OFFICER**
\$3528 - \$3704 - \$3889 - \$4084 - \$4288/Month

POSITION:

Essential

Functions: Perform a variety of highly responsible, confidential, and complex secretarial and administrative duties involved in providing assistance to the County Administrative Officer.
Provide general information and assistance to the public.

APPLICATION:

Apply: Department of Human Resources, 4th Floor
200 West 4th Street, Madera, California 93637
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970
24-Hour Job Line: (559) 675-7697
Website: www.madera-county.com

FINAL FILING DATE: OCTOBER 16, 2009 (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ****Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

PHYSICAL:

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

EQUAL OPPORTUNITY EMPLOYER

QUALIFICATIONS:

- Knowledge of:
- Modern office practices, methods, and computer equipment.
 - English usage, spelling, grammar, and punctuation.
 - Principles and practices of office management.
 - Principles and practices of fiscal, statistical, and administrative data collection and report preparation.
 - Word processing methods, techniques, and programs.
 - Principles and procedures of record keeping.
 - Techniques used in public relations.
 - Principles of supervision and training.
 - Organization, functions, and practices of local government.
 - Pertinent Federal, State, and local laws, codes and regulations including administrative and departmental policies and procedures.
 - Functions and operations of the department and/or function to which assigned.
 - Principles of business letter writing and basic report preparation.
 - Basic mathematical principles.
- Skill to:
- Operate modern office equipment including computer equipment.
 - Type at a rate of 45 words per minute from clear, legible copy.
 - Take and transcribe notes accurately.
- Ability to:
- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
 - Plan and organize work to meet schedules and deadlines.
 - Perform responsible and difficult professional secretarial and administrative work involving the use of independent judgment and personal initiative.
 - Research, compile, analyze, interpret and prepare a variety of fiscal, statistical, and administrative reports.
 - Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 - Work cooperatively with other departments, County officials, and outside agencies.
 - Compile and maintain complex and extensive records and prepare routine reports.
 - Independently prepare correspondence and memoranda.
 - Schedule and coordinate projects; set priorities; adapt to changing priorities.
 - Select, supervise, and train assigned clerical staff.
 - Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
 - Deal tactfully and courteously with the public and other County employees regarding policies, procedures, and functions.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

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

FOUR YEARS OF RESPONSIBLE ADMINISTRATIVE AND SECRETARIAL EXPERIENCE INVOLVING ASSISTING A HIGH LEVEL OFFICIAL WITH ADMINISTRATIVE DUTIES INCLUDING TYPING, FILING, CALENDAR COORDINATION, AND PUBLIC RELATIONS TASKS; AND EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE SUPPLEMENTED BY SPECIALIZED COURSE WORK IN BUSINESS OR SECRETARIAL SCIENCE; AND THE ABILITY TO TYPE 45 NET WORDS PER MINUTE. (VERIFICATION OF NET TYPING SPEED MUST ACCOMPANY APPLICATION. CERTIFICATES MUST HAVE BEEN DATED WITHIN SIX MONTHS OF THE DATE OF YOUR APPLICATION, MUST STATE THAT THE WORDS PER MINUTE WERE BASED ON A 5 MINUTE TIMED WRITING AND MUST BE FROM A SOURCE APPROVED BY THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES. *SEE ATTACHED SAMPLES OF APPROVED SOURCES.)

ADDITIONAL REQUIREMENTS ON NEXT PAGE

SPECIAL REQUIREMENTS:

Essential duties may require the following physical skills and work environment:

Ability to work in a standard office environment.

For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705 or by visiting www.madera-county.com.

BENEFITS:

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), including an enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Executive Assistant to the County Administrative Officer

September 29, 2009
(09-026)

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.

*Some approved sources for verification of typing skills are as follows:

MADERA ADULT SCHOOL, 955 W. Pecan Ave.; Madera, California; Telephone: (559) 675-4425
Exams administered on Friday's from 8:00 A.M. to 12:00 P.M., no appointment necessary.
FEE: \$15.00 (Rate may change without notice.)

MADERA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)
209 E. 7th; Madera, California; Telephone: (559) 662-4500
Exams administered Monday – Friday from 8:00 A.M. to 5:00 P.M., by appointment only.
FEE: No cost (Rate may change without notice.)

DENHAM RESOURCES / FRESNO
1540 E. Shaw Avenue, #112; Fresno, CA; Telephone: (559) 222-5284
Exams administered Monday – Friday, 8:00 A.M. through 4:30 P.M., by appointment only.
FEE: 10.00 cash only (Rate may change without notice.)