



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position: (5346)
Administrative Assistant I

Position #:
917-190-5361-001

Salary Range:
\$3,824 - \$4,788

Issue Date:
August 11, 2015

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and Community Corrections
2590 Venture Oaks Way
Sacramento, CA 95833

Final Filing Date:
August 24, 2015

(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way
Sacramento, CA 95833

Please write "917-190-5361-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

PLEASE NOTE:

- Candidates who have previously applied for this position do not need to apply again.
- Proof of list eligibility must be attached to application.
- Incomplete application packages will not be considered.

Scope of Position:

Under the administrative direction of the Executive Director, Board of State and Community Corrections (BSCC), this position will relieve the Executive Director, Deputy Directors, General Counsel and the Communications Director of administrative duties that are of a moderate degree of difficulty. These administrative duties include conducting preliminary research as it relates to state and local public safety realignment policy issues; developing agency policies and procedures to comply with state laws, regulations and rules; researching agency records to comply with Public Records Act requests; and, coordinating high level meetings and preparing materials for executive staff with the Governor's Office, the legislature, Legislative Analyst's Office, Little Hoover Commission and public advocate groups.

This position will also act as the lead staff for the division secretaries. In this role, the Administrative Assistant I will delegate and prioritize assignments to the secretaries, interpret and explain agency policies, procedures, rules and regulations for secretaries, agency staff the public.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Assists the Executive Director, Deputy Directors, General Counsel and the Communications Director with administrative duties that are of moderate degree of difficulty; research and prepare special criminal justice studies and reports; assist in researching and interpreting agency policies and rules; assists executive staff with administrative problems and procedures; preparing and maintaining administrative operating policies and procedures, coordinate and prepare high level meetings with the Governor's Office, the Legislature, the Legislative Analyst's Office, community advocates (such as the Prison Law Office and the American Civil Liberties Union), and researching and analyzing the impact of proposed legislation to agency programs.
- Delegate, prioritize, and schedule work assignments to the division secretaries; interpret, and explain agency policies, procedures, rules and regulations to secretaries, agency staff and the public; develop detailed and specific procedures and processes outlining the steps for staff to follow to complete agency, program and project tasks, and assignments; and identify information, materials, and resources needed to complete projects or assignments.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 1/15



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