



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:

Secretary

Position #:

917-197-1176-001

Salary Range:

\$2,686 - \$3,363

Issue Date:

September 10, 2013

Contact:

Stefanie Reyes

(916) 322-8022

stefanie.reyes@bscc.ca.gov

Location:

Board of State and Community
Corrections

600 Bercut Drive

Sacramento, CA 95811

Final Filing Date:

September 23, 2013

(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

600 Bercut Drive

Sacramento, CA 95811

Please write "917-197-1176-001" 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.

Scope of Position:

Under the supervision of the Deputy Director (CEA III), performs clerical functions for the division Deputy Director and administrative support responsibilities for a highly sensitive and fast changing work environment.

Duties and Responsibilities:

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

- Review and distribute incoming correspondence to appropriate staff members for reply, and follow up to ensure that deadlines are met. Arrange the Deputy Director's correspondence for response in order of priority with appropriate background material attached for reference; independently, or in accordance with general instructions, compose correspondence on a wide range of subjects requiring a thorough knowledge of State, agency and division policies and procedures.
- Attend committee meetings (e.g., advisory committees, task force committees, and ad hoc committees) and division staff meetings and transcribe minutes from recorded information to distribute to staff and members of the committee. Prepare agendas and background materials for meetings, and distribute in accordance with public notice requirements. Schedule appointments and meetings for the Deputy Director and staff project leaders; arrange meeting locations and conference rooms throughout the state; prepare necessary agendas and related materials; make travel arrangements; and process associated travel expense claims for the Deputy Director and committee members.
- Receives and screens a variety of telephone calls, visitors and routine correspondence using discretion, tact, and judgment in providing information and assistance to inquiries from the public, legislators, and other local, state, and federal government officials.
- Review outgoing correspondence prepared by other staff for the Deputy Director's signature for consistency with administrative policy, format, grammatical construction and clerical errors; and edit documents and speeches.
- Establish and maintain confidential and administrative files; coordinate division attendance; prepares summaries of data pertinent to the work of the division; and perform other related duties.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12