

# Chief Administrative Office

## CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

### SENIOR SECRETARY III

(Immediate opening in the Office of Emergency Management)

**Monthly Salary Range: \$3,313.36 - \$4,106.36**

The Office of Emergency Management (OEM) in the Chief Administrative Office (CAO) is seeking a qualified individual to fill the position of Senior Secretary III, CAO. The successful candidate will perform secretarial duties and support for the division's staff. OEM is responsible for organizing and directing the emergency preparedness efforts of Los Angeles County. OEM provides leadership, coordinates disaster plans and exercises ensuring the County's Operational Area Emergency Operations Center (EOC) is prepared for unexpected disasters. OEM also provides staff support to the Board of Supervisor's Emergency Preparedness Commission.

#### Desirable Qualifications:

- Strong interpersonal skills with the ability to work effectively with staff, County departments, Board offices and outside governmental and community agencies.
- Positive attitude and the ability to work in a demanding environment. Must be a team player and be able to assume office responsibilities as needed.
- Ability to work on multiple projects and assignments at the same time, meeting critical deadlines, and ensuring assignments are thorough and a complete product.
- Strong knowledge of Microsoft Word, Outlook, and Excel.
- Strong written and oral communication skills with proficiency in grammar, punctuation, spelling, and ability to proofread and edit correspondence.
- A good working knowledge of the County's policies and procedures, and practices.
- Ability to work in a high-stress, emergency operations environment.

#### Example of Duties:

The person in this position will have the following primary responsibilities:

- Assists telephone callers by furnishing requested information, referring them to others when appropriate, and personally taking care of those whose business does not require attention of others.

## Chief Administrative Office – Career Transfer Opportunity

SENIOR SECRETARY III

Page 2 of 2

- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.
- Acts as liaison officer between supervisor's office and other departments, agencies, and jurisdictions.
- Maintains the master calendar and arranges meetings.
- Proofreads and prepares documents to ensure that they are appropriately formatted and grammatically correct.
- Maintains data bases, prepares mailings, inter-office notices, bulletins, and memoranda, with or without dictation to support the office.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.

### Position Requirements:

- Individuals interested in applying for this position should have at least one (1) year of experience at the level of Senior Secretary II.
- A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed, to carry out job-related essential functions.

### Who to Contact:

Interested individuals should submit a cover letter and resume detailing relevant experience and education by mail or fax **no later than Friday, September 29, 2006** to:

Michael J. Brooks, Acting Administrator  
CAO -Office of Emergency Management  
1275 N. Eastern Avenue  
Los Angeles, CA 90063  
Fax: (323) 881-6897  
[mbrooks@lacoecoc.org](mailto:mbrooks@lacoecoc.org)

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

***THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION***