

**Executive Assistant (Confidential) Vacancy CL-323-16, DEADLINE  
DATE: 04/27/17 - 5:00 PM PST**



**THIS POSITION REQUIRES CLERICAL TESTING. ONLY APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS, TAKE THE TEST AND RECEIVE A PASSING SCORE WILL BE GIVEN FURTHER CONSIDERATION.**

**WARNING!**

**Read the entire position announcement for important details and information to prevent your application from being disqualified**

**Date Posted:**

4/13/2017

**Application Deadline:**

4/27/2017 5:00 PM Pacific

**Employment Type:**

Full Time

**Length of Work Year:**

261 days/year, 5 days/week, 8 hours/day (8:00 AM - 5:00 PM)

**Salary:**

\$24.42 - \$29.71/HR (Range 26, Classified Confidential – Non Exempt Salary Schedule)

**Number Openings: (At time of posting)**

1

**Contact:** Julie Tabangcura **Email:** jtabangcura@stancoe.org **Phone:** 209 238-1606

**PROGRAM:**

Administration

**LOCATION:**

1100 H Street, Modesto, CA

**CLERICAL TEST INFORMATION:**

If you have a SCOE Executive Asst. Conf. Certificate you must attach it to your application. If not, you must attend the exam on Tuesday, May 2, 2017, 10:00 AM – 11:30 AM in the Board Room, 1100 H. St, Modesto, CA, 95354.

**PREVENT YOUR APPLICATION FROM BEING DISQUALIFIED:**

Screening is based on information provided on the application (Resumes are not reviewed for min. screening.) If you need to include Additional Work History include an attachment with that title. Use the same format as the application.

**FOR ASSISTANCE WITH YOUR ED-JOIN APPLICATION:**

Applicants experiencing difficulty submitting your Ed-Join application or scanning and attaching documents, you may contact the EDJOIN HELP DESK AT 1-888-900-8945 Monday – Friday from 8:00 AM – 5:00 PM

**SCOE INTERNAL APPLICANTS:**

All applicants must apply on Ed-Join. Instructions can be found on Employee Intranet, Department Forms, Human Resources, Internal Application Process.

**CHECK YOUR E-MAIL:**

ALL APPLICANTS will be notified by E-MAIL of the status of their application after the screening/interview process. Check the e-mail account listed on your Ed-Join Application.

**Requirements for Applying**

Edjoin Application

Passing score on SCOE Executive Assistant Confidential Exam

Any combination equivalent to: graduation from high school and four years of increasingly responsible secretarial or administrative assistance experience.

ADDITIONAL DOCUMENTS: The following documents are not required at the time of application but will be required of the selected applicant prior to employment: Department of Justice Fingerprint clearance, Tuberculosis Skin Test clearance & Pre-Employment Physical/Drug Screen clearance will be required prior to employment. Must be at least 18 years of age.

BASIC FUNCTION: Under the direction of an assigned CABINET level administrator, perform responsible and confidential secretarial and administrative assistant duties to relieve a CABINET level administrator of a variety of administrative details; coordinate communications and information; interpret policies and regulations to officials, staff and the public; maintain confidentiality of privileged and sensitive information. EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and four years of increasingly responsible secretarial or administrative assistance experience. College-level coursework in business office management, secretarial science or a related field desirable. APPLICATION PROCEDURES: If the application does not provide enough space for your work history, you may include an attachment with additional work history information. USE SAME FORMAT AS THE WORK HISTORY SECTION ON THE APPLICATION. Information provided on the application form will be used as the basis for determining whether applicants meet the education, training & experience requirements for the position. Applicants should carefully identify & describe all information relating to their qualifications for the position. (Meeting the minimum qualifications for a position does not assure the candidate of an interview.) AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION, AMERICANS WITH DISABILITIES ACT EMPLOYER