



**CITY OF WEST SACRAMENTO**  
invites applications for the position of:

## Secretary

**SALARY:** \$24.93 - \$30.36 Hourly  
\$1,994.31 - \$2,429.08 Biweekly  
\$4,321.00 - \$5,263.00 Monthly  
\$51,852.00 - \$63,156.00 Annually

**DEPARTMENT:** POLICE

**OPENING DATE:** 07/12/21

**CLOSING DATE:** 07/26/21 11:59 PM

### DESCRIPTION:

Preference will be given to candidates with experience performing similarly skilled functions in a law enforcement environment. Previous employment with a law enforcement agency is highly desirable.

**This recruitment is to fill a vacancy that currently exists in the Police Department. This recruitment may also be used to fill vacancies in other departments if they become available during the duration of the eligibility list. Eligibility list are valid for a period of 12 months or until exhausted.**

***An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain their qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire. Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications. Additional screening criteria will be developed based on the supplemental questionnaire. The top candidates will be referred to the Department for further consideration.***

***This recruitment will close upon receipt of 100 applications, or posted filing date. Whichever occurs first.***

**DEFINITION:** Under direction, to serve as Secretary either to a Department Head, a specific professional person, or to a group of individuals within a City department; to perform complex and responsible secretarial duties; and to perform other related duties as required.

### EXAMPLES OF ESSENTIAL DUTIES:

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:** Arranges and confirms meetings or conferences; schedules and confirms appointments; types a variety of reports or forms requiring independent assembly of information and independent judgment and interpretation; reviews and checks forms, documents and records for accuracy, completeness and conformance; compiles a variety of data and other information for special and periodic studies or reports; maintains confidential and administrative

files; composes letters, answers correspondence; operates a variety of office equipment such as computers, typewriters, photocopiers, and adding and calculating machines; attend a variety of meetings.

**Marginal Functions:** May supervise and train other secretarial and clerical employees; may assign and review work of other clerical employees; may record and transcribe minutes of meetings; perform related duties and responsibilities as required.

## TYPICAL QUALIFICATIONS:

**EDUCATION AND EXPERIENCE:** Education: High school diploma or equivalent. Experience: Three (3) years of secretarial, stenographic, or clerical experience. One (1) year of business education above the high school level may be substituted for one (1) year of experience.

## SUPPLEMENTAL INFORMATION:

**WORKING CONDITIONS:** Work in an office environment; sustained posture in a seated position, answering of phones, and prolonged periods of typing.

**LICENSES AND CERTIFICATES:** If required to drive a vehicle, must possess a valid Class "C" or "3" California driver's license.

Prior to assignment at the Police Department, an employee must positively pass a background investigation. The background investigation is required on all non-sworn Police Department personnel who will have access to the California Law Enforcement Telecommunications System (CLETS) equipment.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofwestsacramento.org>

Position #2021-00044  
SECRETARY  
KM

1110 West Capitol Ave  
3rd Floor  
West Sacramento, CA 95691  
(916) 617-4567

[hr@cityofwestsacramento.org](mailto:hr@cityofwestsacramento.org)

---

## Secretary Supplemental Questionnaire

- \* 1. To be considered for the position, all candidates are required to complete and submit the required supplemental questionnaire with their application and resume. Failure to submit the completed supplemental questionnaire and application and resume will disqualify you from further consideration in the selection process used to fill these positions. The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "education" and "work experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing the supplemental questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. Do you understand these instructions?

Yes  No

\* 2. Do you possess higher level education in a relative field?

- No  
 Some college  
 AA degree  
 Bachelor's degree  
 Graduate degree

\* 3. Do you possess more than 3 years of secretarial experience?

- Yes  
 No

\* 4. Are you familiar with Microsoft Outlook?

- Yes  
 No

\* 5. Are you familiar with Microsoft Excel? What level?

- No  
 Yes, Poor  
 Yes, Average  
 Yes, Good  
 Yes, Excellent

\* 6. Why are you interested in a career with the West Sacramento Police Department as a Secretary?

\* 7. Do you have the ability to demonstrate possession of bilingual skills (reading & writing)?

- Yes  
 No

8. If bilingual, what language?

\* 9. Do you have experience working in a Law Enforcement environment?

- Yes  
 No

\* 10. You understand this position may work a variety of shifts including 5 days a week, Monday through Friday?

- Yes  
 No

\* 11. I understand that work in the Police Department requires that candidates undergo a thorough background investigation that includes drug usage history, fingerprinting, and criminal history check?

- Yes  
 No

\* 12. The current vacancy for Secretary is in the Police Department. Are you interested in being considered now for the Police Department, or being placed on the eligibility list for future vacancies which may arise in other departments within the next 12 months or until the list is exhausted?

- Police Department & Eligibility List  
 Only Eligibility List For Future Vacancies With Other Departments

\* 13. I certify that all the statements made in this supplemental application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment process.

Yes    No

\* Required Question