



The Department of Personnel Services, Employment Services Division announces the exam for:

## **Secretary to Member of Board of Supervisors**

*Exam # 28388-C*

**Approximate Monthly Salary: \$5,540.16 - \$6,732.06**

Effective June 18, 2023, a 4% COLA (Cost of Living Adjustment) will be added to the salary for this class.

### **DESCRIPTION**

Under direction, Secretary to Member of Board of Supervisors perform secretarial duties for a member of the County Board of Supervisors. Some positions in this class may require the ability to take and transcribe oral dictation.

### **MINIMUM QUALIFICATIONS**

Any combination of experience and education or training that is likely to provide the required knowledge and abilities for this class. Typical ways to acquire the knowledge and abilities include:

Three years of progressively responsible general clerical and/or stenographic experience, one year of which must have been at a level equivalent to or above Senior Office Assistant (formerly Clerk III or Typist Clerk III) as described in the distinguishing characteristics and examples of duties in the Sacramento County specification.

**Please refer to job announcement for cut-off dates.**

**(Final cut-off is at 5:00 PM on June 21, 2023)**

**Please see job announcement for important testing information.** This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at [www.saccountyjobs.net](http://www.saccountyjobs.net).

#### **IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS**

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."