



## YOLO EMERGENCY COMMUNICATIONS AGENCY

### EMPLOYMENT OPPORTUNITY:

#### Administrative Specialist II:

**\$43,347.20 - \$53,123.20 annually effective January 1, 2020**

**\$44,220.80 - \$54,184.00 annually effective January 1, 2021**

Full-time, non-exempt

This position under direction performs and oversees the administrative and accounting clerical functions in the agency; interprets policy and administrative regulations; may perform a combination of clerical, payroll, accounting and human resources related duties; performs other related duties as required.

#### THE AGENCY

The Yolo Emergency Communications Agency located in the City of Woodland, was established in 1988 to provide public safety dispatch services for Police, Fire, Animal Control, Public Works, and other local government functions, serving the County Sheriff, 3 City Police Departments, and 18 Fire Agencies.

#### THE IDEAL CANDIDATE

Demonstrates a proven ability to communicate well both verbally and written, possess good organizational, and time management skills; pays attention to detail; process information, follows instructions and complete tasks with minimal supervision.

#### REQUIREMENTS

This position requires a minimum of 3-years of progressively responsible secretarial and clerical experience. The ability to type 35 WPM; and high school diploma or equivalent.

#### AGENCY BENEFITS

- Cafeteria Plan for Medical, Dental, and Vision or \$500 cash out in-lieu of cafeteria plan
- Retirement Pension: Classic CalPERS  
Miscellaneous 2% @ 55 or PEPR 2% @ 62
- Employee Assistance Program
- Sick Leave Cash Bonus Program
- Ten paid Holidays
- Vacation is accrued at 80 hours per year, up to a max of 168 hours per year with Agency service
- Floating Holidays – 32 hours per year
- Sick Leave – 96 hours per year
- Deferred Compensation Savings Plan (457) available to employees
- Employer Paid Life Insurance Plan

#### TO APPLY

If you are interested in becoming part of our dedicated team, please visit our website at [www.yolo911.org](http://www.yolo911.org) for an application and full job description. Please submit application packages to [jobs@yolo911.org](mailto:jobs@yolo911.org).

#### DEADLINE

Applicants meeting minimum requirements will be invited for an initial test, application packages must be received **by 5:00 P.M. October 23, 2020** to be considered for initial interview.

*An Equal Opportunity Employer*