



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

ADMINISTRATIVE SECRETARY

#26A-36

SALARY:

\$8,562 - \$10,272 / Monthly

**Closing date June 5, 2026, at
5:00pm**

(Opened 05/15.2026)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Oral Board in-person interviews
tentatively scheduled for
Tuesday, June 16, 2026

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications.

Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the **core values** of **excellence, integrity, service, collaboration, inclusion and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking,

empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Community Development Department team that fosters innovation, creativity and collaboration, we encourage you to apply.

ABOUT THE POSITION

The City of Redwood City, Police Department invites you to apply for the position of Administrative Secretary. The incumbent will perform a variety of confidential and complex secretarial and administrative duties as the court liaison as well as providing support to the Investigations Unit.

Typical duties may include the following: interact professionally and effectively with judges, district attorneys, defense attorneys, court personnel, law enforcement personnel, outside agencies, and members of the public; provide administrative and operational support for court-related functions and law enforcement investigations within the Police Department; prepare, process, maintain, and distribute court documents, reports, subpoenas, warrants, confidential criminal justice information, and related records in accordance with department policies, legal requirements, and confidentiality standards; serve as a liaison between the Police Department, courts, the District Attorney's Office, and other agencies regarding scheduling, case information, filings, warrants, subpoenas, records, procedural matters, and time-sensitive deadlines; ensure criminal cases are adequately prepared for court proceedings by reviewing, analyzing, and organizing reports, citations, case files, digital evidence, body-worn camera footage, surveillance video, photographs, audio recordings, and related investigative materials for completeness, accuracy, and compliance with legal, statutory, and departmental requirements; respond to complaints and requests for information regarding department procedures, court processes, instructions, precedents, and regulations; research, compile, and analyze data for special projects and reports; initiate, maintain, and audit files, records, and databases related to court operations, case management, evidence, warrants, and other department records; assist with records retention and compliance with applicable laws, policies, and confidentiality requirements; maintain and update manuals, policies, and resource materials; monitor compliance with court orders, subpoenas, and legal deadlines; exercise independent judgment and discretion while working in a fast-paced environment involving sensitive and confidential information; provide backup support to other Police Department



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options; The City pays 90% of the CalPERS Bay Area Kaiser Family premium rate up \$2,461.99.
- **Dental & Vision Insurance:** The City pays 90% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 15 days per year
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$2,000 Annually
- **Deferred Compensation Plan (457)**
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

CITY VALUES



administrative staff as needed; and perform related duties as assigned. To view complete job description, click [here](#).

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be an enthusiastic self-starter who anticipates the needs of the Department; will be accurate, detail-oriented and able to track and manage multiple tasks and programs, both process and results-oriented; will successfully perform work requiring analytical and discretionary ability and be able to synthesize and summarize information; will have excellent writing and editing skills; will use initiative and independent judgment, will perform work with a regular attendance and punctuality; will be a team player who likes working in a team environment and has a sense of humor. Experience working within a law enforcement, court, legal, or criminal justice environment is highly desirable.

The ideal candidate will possess exceptional attention to detail and a high degree of accuracy in reviewing, processing, and maintaining sensitive court and law enforcement records. The successful candidate will demonstrate professionalism, sound judgment, discretion, and the ability to interact effectively with judges, attorneys, court personnel, law enforcement staff, and members of the public in a fast-paced and confidential environment.

Ideal candidates will have experience working within the criminal justice system and possess familiarity with law enforcement and court-related software and databases, including records management systems (RMS), jail management systems (JMS), computer-aided dispatch (CAD) systems, CLETS, and related criminal justice information systems. The ability to review and analyze reports, digital evidence, and case-related materials with a high level of precision and organization is essential. Strong organizational, communication, and time management skills, along with the ability to manage multiple priorities and meet strict legal and procedural deadlines, are highly desirable.

A City application including a supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check at no cost to the candidate.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

A typical way to obtain the knowledge and abilities would be:

Education & Experience

Equivalent to the completion of the twelfth grade supplemented by specialized clerical courses as needed. Four years (4) of increasingly responsible clerical or secretarial experience.

Licenses & Certificates

Possession of a valid California Driver's License.

Knowledge of:

- English usage, spelling, grammar and punctuation.



- Recordkeeping principles and procedures.
- Modern office methods, procedures and equipment and business letter writing.
- Organization, procedures and operating details of the City department to which assigned.
- Principles of supervision, training and performance evaluation.

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Communicate effectively, orally and in writing; compose correspondence.
- Work cooperatively with other departments and outside agencies.
- Interpret and apply departmental policies, laws, and rules.
- Type at a speed of not less than 60 words per minute.
- Expertly utilize full suite of Microsoft products, including Word, Excel, Powerpoint, and Outlook.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective course of action.
- Compile and maintain complex and extensive records and prepare reports.
- Supervise, train and evaluate subordinates.
- Meet appropriate physical demands necessary for adequate job performance.

Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- DOJ Fingerprint Check
- References

**SUPPLEMENTAL QUESTIONNAIRE
ADMINISTRATIVE SECRETARY #26A-36
CITY OF REDWOOD CITY**

Please answer the following questions.

1. Please describe your experience that demonstrates your ability to perform a variety of complex and confidential secretarial and administrative duties.
2. This position requires reviewing and handling sensitive and confidential information, including police reports, digital evidence, photographs, audio/video recordings, and criminal justice records. Please describe your experience maintaining confidentiality, exercising attention to detail, and ensuring accuracy when handling sensitive information.
3. Please describe your experience reviewing, preparing, and organizing criminal case files, reports, citations, subpoenas, warrants, or related legal documents for court proceedings. Include any experience ensuring accuracy, completeness, and compliance with legal or procedural requirements.

The City of Redwood City is proud to be an Equal Opportunity Employer!
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*

BUILD A GREAT COMMUNITY TOGETHER