



# City of Milpitas

## We invite applications for the position of: **Secretary**

**Annual Salary Range:** \$71,260.28 - \$86,616.92  
**Post Date:** Tuesday, June 19, 2018  
**Close Date:** **Monday, July 2, 2018**

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services. You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

### About the Position

The Planning and Neighborhood Services Department consists of the following sections: Planning, Housing, and Neighborhood Preservation. The Planning Section is committed to providing outstanding customer service in a very dynamic development environment, while guiding the long range visioning process for the City.

The successful candidate, under general supervision, performs a variety of confidential, administrative and secretarial duties for a department head and associated supervisory and professional staff. May be assigned to provide support to labor relations related assignments.

### Examples of Duties – duties may include, but are not limited to, the following:

- Provide complex, responsible and confidential administrative assistance, including personnel evaluations and notices of disciplinary action.
- Receive and screen telephone calls and visitors.
- Organize and maintain general and confidential files.
- Independently respond to letters and general correspondence.
- Compose, type, review, and edit documents.
- Maintain appointment schedules and calendars; make arrangements for meetings and conferences.
- Interpret and apply administrative and departmental policies, laws, rules and procedures.
- Handle service requests received from the public.
- Prepare and maintain department budget.
- Attend meetings, take notes, and prepare summaries.

### Minimum Qualifications

**Experience:** Equivalent to three years of general clerical or office support experience (comparable to that of -a Public Services Assistant II, Office Specialist or Police Clerk II with the City of Milpitas.)

**Education:** Equivalent to the completion of the twelfth grade.

**License:** Must possess and maintain throughout employment a valid California Driver's License.

**Knowledge and Abilities:** To fulfill the position responsibilities, general knowledge and experience in the following specific areas is desirable:

**Knowledge of:**

- Modern office administrative and secretarial methods, procedures, software, and equipment.
- Use of correct English language, spelling, punctuation, grammar and vocabulary.
- Telephone and reception techniques
- Effective public contact methods.
- Record keeping and filing principles and practices
- Business letter writing.

**Ability to:**

- Organize work, set priorities, meet deadlines and work with a minimum of supervision.
- Understand, interpret, and apply instructions, rules and regulations.
- Establish and maintain effective working relationships.
- Recognize and handle sensitive and confidential materials.
- Organize, compile, and maintain extensive and complex files and records.
- Operate and use modern office equipment, including Windows, Word, Excel and PowerPoint.
- Communicate effectively, orally and in writing.
- Type at a speed of 50 words per minute.
- Take dictation at a speed of 50 words per minute.

**Special Requirements**

Essential duties require the following physical abilities and work environment: General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 15 pounds; able to travel to various locations within and outside the City of Milpitas.

**Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

**To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

**Benefits**

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/pdfs/benefits/miscbenefitGuide.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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