

JOB ANNOUNCEMENT

TO HELP PROTECT SAN FRANCISCO BAY

Secretary

OFFICE ASSISTANT (Typing) or OFFICE TECHNICIAN (Typing)

*Full-Time, 24-Month, Limited-Term Position with the
Possibility of Becoming Permanent*

APRIL 19, 2017

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State of California agency located in San Francisco with planning and regulatory responsibility in San Francisco Bay and along the Bay's nine-county shoreline. Our 42-member staff takes pride in our high level of professionalism. Our staff includes planners, scientists, engineers, attorneys and dedicated secretaries.

Who We Want. We're looking for someone with excellent office skills and practices, initiative, sound judgment, and the ability and interest to work independently. Knowledge of Apple Macintosh Systems would be helpful and proficiency in word processing is strongly preferred.

Term and Salary. Full-time, 24-month, limited-term position with the possibility of becoming permanent. This vacancy can be filled in the classification of Office Assistant (Typing) \$2,241 – \$2,806 per month, or Office Technician (Typing) \$2,809 – \$3,515 per month. Duties will be assigned commensurate with the level at which the position is filled.

About the Job. Under the direction of the Director of Administrative and Technology Services and guidance of the Executive Secretary, the Office Technician (Typing) or Office Assistant (Typing) performs clerical and technical duties in support of the Commission's Administrative Services unit, with particular emphasis on receptionist coverage, Commission meeting support, data entry into the Fi\$Cal System, and typing and formatting reports and correspondence for various BCDC units. In addition, the Secretary files documents, provides assistance to other units, helps with our weekly mailings, including reproduction, envelope stuffing, and mail preparation, and fills in on an as needed basis for absent secretarial staff.

Desirable Qualifications. Good communications skills, both written and oral, skill in dealing with public contact, excellent organizational skills, willingness and ability to accept responsibility and meet deadlines, good judgment to set priorities and follow through independently on multiple work assignments with different time frames, knowledge of modern office methods, good word process and telephone skills, familiarity with using office machines and equipment such as a personal

computer, copiers, and excellent attendance. For more information about this position, contact Grace Gomez, Executive Secretary at (415) 352 – 3608.

Eligibility. Individuals on the Office Technician (Typing) or Office Assistant (Typing) eligible list may apply. Current or former State employees with transfer or reinstatement rights at the level of Office Technician (Typing) or Office Assistant (Typing) may also apply. **(Please note that in order to be eligible to transfer or reinstatement, applicants must meet the minimum qualifications of the Office Technician (Typing) or Office Assistant (Typing) classifications.)** Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

Please note that if you are not a current or former State employee and/or have not successfully participated in an appropriate civil service examination, you will be unable to be considered for this vacancy. For more information on the State hiring process, please visit the CalHR website at www.calhr.ca.gov.

Applying for the Job. The job opening is at the San Francisco Bay Conservation and Development Commission, but the California Coastal Commission handles BCDC's personnel work. To apply, please submit a standard State of California application form (STD #678) available on the Internet at <http://www.jobs.ca.gov>, along with a resume and 3 references to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, California 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

In the Examination or Job Title section, please clearly indicate for which classification and position you are applying (**Secretary – Office Assistant (Typing) or Office Technician (Typing)**) and indicate the basis for your eligibility.

Filing: Applications will be accepted until the position is filled. We would like to fill the position as soon as possible. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses will be offered.

Special Interview Arrangements: If you have a disability and need special interview arrangements, please mark the appropriate box in item 2 of the application. You will be contacted to make specific arrangements.

For additional information about BCDC, see our website at www.bcdc.ca.gov.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. April 19, 2017