

Executive Secretary II

Permanent – Full-Time

Position Number 339-100-1245-900

Will consider an Executive Secretary I for recruitment purposes

Executive Secretary II

Salary Range: \$3,354-\$4,198

Executive Secretary I

Salary Range: \$3,080-\$3,858

Duties will be commensurate with level of appointment.

DUTIES: Under the general direction of the three Deputy State Auditors (Deputy) of the Audits Division, the incumbent performs various administrative and secretarial support duties. This position requires the incumbent to carry out assignments on their own initiative without detailed instruction and to use good judgment to produce accurate high-quality work products. Duties include but are not limited to the following tasks:

Administrative/Secretarial Support (50%)

- Manage three branch Deputy calendars including accepting, rejecting, modifying calendar items, and resolving scheduling conflicts; follow up on projects and requests assigned to the branches; draft promotional letters and memorandums for Deputy signature; create and maintain tracking system to ensure items delegated to the branches are completed within established deadlines; maintain and update audit staff assignment schedules and audit progress reports.
- Format, proofread, process, route for review and signature, make copies, and distribute a variety of correspondence; create large mail merge files of letters and envelopes and distribute accordingly; open and distribute branch mail, coordinate division-level and cross-branch meetings and independently prepare/assemble materials necessary prior to meetings; issue audit reports on the intranet site.
- Screen incoming correspondence, telephone calls and meeting requests for priority and complexity/sensitivity and distribute accordingly; independently prepare correspondence for Deputy State Auditors' and audit Principals' signature and review all correspondence prepared by division staff before forwarding to Deputies, Principals or Executive staff for signature.

Administrative Reports (25%)

- Independently gather data and prepare reports related to the Audit Division's operations; review the reports in process worksheet and identify key stages in reports that require review. Review the primavera system to determine the number of hours allotted to the Deputies for their review. Schedule the review on the Deputies' calendars for the appropriate dates and hours.
- Prepare weekly administrative reports and/or tools for use by the Deputies and Principals including the Periodic Hours Charged reports; the Weekly Outstanding Items report, the Job File Checklist report, and the Hours Assigned report, and summaries of miscellaneous hours (such as arduous hours, unassigned hours, and non-project hours).
- Prepare the annual financial strategy report. Perform quality control and formatting for the Cash Count Reports and the Audit strategy document for the financial and federal compliance audit.

Other Related Duties (25%)

- Act as a central resource for the Audits division fielding a variety of operational, technical, and administrative questions from staff. Perform a variety of clerical duties such as creating labels, making copies, proofreading, maintaining bulletin boards, etc. Manage conference room calendars for the office.

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- Schedule Auditor Evaluator I interviews for Deputies, Principals, and Team Leaders; create and maintain tracking log with pertinent information; manage any changes necessary for the interview process.
- Maintain electronic and hard copy filing systems of confidential and administrative files; develop and maintain audit support desk manuals; prepare summaries of data pertinent to the division.
- Independently manage a variety of critical and time sensitive projects on behalf of the Deputies and audit Principals. Assist in the processing of audit reports including issuing reports on the intranet site.
- Assist the auditor assigned to compile the annual recommendation status reports, including responding to internal and external questions about deadlines and how to use the web-based system for adding or updating the status of recommendations.

DESIRABLE QUALIFICATIONS:

- Experience demonstrating a high degree of professionalism, tact, judgment and friendliness.
- Ability to work under pressure and time constraints and handle changing priorities.
- Possession of excellent time management skills and ability to keep accurate records.
- Strong organizational skills and the ability to handle multiple priorities effectively.
- Ability to maintain confidentiality.
- Ability to work independently and exercise initiative and flexibility.
- Ability to effectively communicate both orally and in writing.
- Knowledge of proper grammar, punctuation, spelling, capitalization and sentence structure.
- Knowledge of modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Work, and Excel.
- Ability to interact with individuals at all levels in a professional manner.
- Ability to establish priorities, manage workload and carry out tasks with a minimum of supervision.
- Ability to answer, screen and transfer all incoming phone calls using an excellent command of telephone etiquette.

TO APPLY, send or deliver a completed standard state application (STD.678) to:

Location

CA State Auditor's Office
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

FINAL FILING DATE: DECEMBER 31, 2014

SELECTION PROCESS: Current state employees with status in the Executive Secretary I or II classifications (class), lateral transfers from equivalent classes, former state employees who can reinstate into either class, and persons who are reachable on a current employment list for either class may apply. All interested applicants must submit a STD. 678 (with an original signature). **Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted**. All State Auditor's Office employees are excluded from collective bargaining.

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.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.