



## Secretary Code Enforcement – Police

**Bilingual – Spanish 2.5% pay incentive (preferred)**

**\$3,311 - \$4,024 (monthly, paid biweekly)**

**PLUS EXCELLENT BENEFITS**

### *Begin your Administrative career with Ceres as a Secretary for the Code Enforcement Department*

This position serves as liaison between assigned office and the general public, City staff, and outside groups and agencies; provide information and assistance as appropriate; explain programs, policies, and activities related to specific program area of assignment; receive office and telephone callers; calendar appointments; respond to complaints and requests for information relating to code enforcement; refer callers and/or complaints to appropriate City staff for further assistance as needed and/or take or recommend actions to resolve the complaint.

#### **Responsibilities may include:**

- Type, word process, format, edit, revise, proofread, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft dictation, modified standard format, and brief verbal instructions; develop, revise, and maintain standardized and master documents; compose correspondence, report and informational materials; assist in designing and producing informational handouts; copy, disseminate and post documents and information as appropriate.
- Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information including manual and computer logs of documents processed.
- Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.

**Requirements:** *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Equivalent to the completion of the twelfth grade.
- Two years of increasingly responsible secretarial and clerical experience.

**Open Date: October 13, 2021**

**Closed Date: October 25, 2021**

**Applicants should submit a completed online City job application and supplemental questions as soon as possible.** To apply and view [complete job and benefits information](https://www.calopps.org/city-of-ceres), please visit <https://www.calopps.org/city-of-ceres>. AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Shirley Ventura at [shirley.ventura@ci.ceres.ca.us](mailto:shirley.ventura@ci.ceres.ca.us)