



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Confidential Assistant III

District Attorney's Office

\$48,380 - \$72,550 Annually

Apply by: June 23, 2025 by 5pm



ABOUT THE POSITION

The Confidential Assistant III is the advance journey-level class in this series. This classification requires the ability to work independently, performing the more complex, highly skilled and responsible clerical assignments. These duties reflect a greater degree of responsibility than those found in the Level I or II. Independent judgement and initiative in making decisions in accordance with established guidelines is required. Promotes a professional image by the efficient performance of a variety of business and clerical tasks designed to facilitate the smooth flow of work throughout the department. Some positions provide lead direction to other staff members by distributing work assignments, interpreting and disseminating instructions, evaluating work products, and providing necessary training.

This position may be assigned to the District Attorney's Administration Division, Investigations, or other assignments as needed by the department, including Payroll, Human Resources or Business Units.

THE IDEAL CANDIDATE

The ideal candidate is a skilled professional with a strong background in administrative and overall human resource, payroll, with integral knowledge of department functions, adept at juggling multiple priorities in a fast-paced legal environment. They demonstrate exceptional attention to detail and a high level of discretion in handling confidential matters.

Proficiency in office software, including MinuteTraq, familiarity with local government processes, and knowledge of the Brown Act are essential for success in this role. The candidate excels in communication, both written and oral, and has the ability to prepare, analyze, and present information clearly and accurately. A proactive problem solver, the ideal candidate is organized, adaptable, and collaborative. They thrive on maintaining high standards of accuracy and efficiency while ensuring compliance with legal and organizational policies. This individual values diversity, fosters positive relationships, and is committed to providing excellent service to internal and external stakeholders.

*To learn more about the
District Attorney's Office, scan the QR code*



Justice With Integrity

THE TYPICAL TASKS

- Act as point of contact for the elected District Attorney in the absence of the Executive Assistant
- Handle highly confidential information and documents with discretion
- Information management, including collecting, reviewing and distribution of information
- Compose, write, edit and proofread detailed documents
- Assist in Coordinating Criminal Grand Jury Hearings for the Department
- Prepare and assist with departmental presentations
- Prepare and post committee and Commission meeting calendar, notices, agendas, agenda packets, and other items per Brown Act guidelines and record minutes
- Act as scribe for DA, ADA, CDDA, and other administrative meeting.
- Take notes or minutes, collate action items, prepare and circulate agendas, presentations and meeting packets
- Assist department in administrative functions such as proof-reading, correspondence, reports, mail handling, maintain office supplies, logistical support, and filing systems/organization
- Perform front line customer service such as answering phones and greeting visitors
- Support District Attorney programs for partners and the community as directed
- Represent the District Attorney in various County or partner meetings as necessary
- Administer and coordinate complex human resource functions (recruitment, training, risk management, personnel administrative, recognition awards, etc.)
- Maintain accurate records and reports to include updating data on department performance
- Oversee all department payroll functions
- Make out-of-County travel arrangements, and prepare travel authorizations for staff as directed
- Assist/develop and prepare contract agreements as necessary
- Revise Policies & Procedures Manual as necessary
- Schedule meetings and conference calls to include room reservations/setup, and meeting notifications
- Research and project management as necessary
- Use computer software applications to compile, analyze, chart and graph research data
- Provide support to Assistant District Attorney (ADA), Chief Deputy District Attorneys (CDDA) and Assistant Chief Deputy District Attorneys (ACDDA) as needed
- Develop procedures for gathering data, monitoring and controlling projects or programs and coordinate the implementation of new procedures with department managers, staff and outside agencies
- Maintain files, filing systems and information/operational records; and
- Perform other duties as assigned



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Administrative and office procedures
- Local government
- Principles of confidentiality
- Basic leadership and supervisory responsibilities
- Research methods
- Various filing systems
- Composing business correspondence
- Strong grammar and proofreading skills
- Presentation, training and facilitation skills
- Basic mathematics and accounting procedures
- Windows operating systems
- Microsoft Suite
- Active listening
- Critical Thinking
- Reading comprehension
- Effective communication
- Organization
- Time management
- Function under minimal supervision
- Judgement and decision making
- Human resources functions
- Operate office equipment related to the job
- Compile data for and prepare reports
- Oral and written communication
- Remain abreast of new laws, amendments and local rules as related to assigned duties/responsibilities

EDUCATION & EXPERIENCE

PATTERN I

- 60 college semester units in public or Business Administration, Communications, Human Resources, or a related field; AND
- 1 year experience working in an administrative, legal office, executive assistant, or human resources position performing functions involving collaborating with non-profits, public or government agencies, and community development

PATTERN II

- Two (2) years of experience working in an administrative, executive assistant, legal office, or human resources position performing functions involving collaborating with non-profits, public or government agencies, and community development to have acquired the abilities and knowledge above.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-202-9259 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
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Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



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CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY JUNE 23, 2025

Oral Examinations are tentatively scheduled for the week of JUNE 30, 2025

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.