



THE COUNTY OF STANISLAUS

DEPARTMENT OF ENVIRONMENTAL RESOURCES



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

**See inside for details*

ADMINISTRATIVE SECRETARY

\$52,187.20 - \$63,419.20 Annually

Apply by July 3th, 2025

ABOUT THE DEPARTMENT

The Department of Environmental Resources (DER) has a total of eight service areas include Administration, Environmental Health, Code Enforcement, Solid Waste, Hazardous Materials, Landfill, Groundwater Management and Milk and Dairy. The Department currently has ninety-one full-time employees, with a Fiscal Year Adopted 2024 total budget of \$42.3 million.

THE POSITION

The Administrative Secretary performs difficult and specialized secretarial work of a varied and sensitive nature often involving the exercise of independent judgment and initiative based upon skills, knowledge, and abilities gained through prior experience in the performance of high-level secretarial work. Individuals in the Administrative Secretary classification are journey-level employees who are highly skilled and independently perform a wide variety of complex and general clerical duties associated with immediate clerical support of a particular manager or organizational unit of County government. This classification requires a thorough knowledge of office procedures and regulations and the ability to perform these duties with minimum direction or supervision. The Administrative Secretary is distinguished from the Executive Secretary (Confidential Assistant IV) in that he/she normally provides secretarial services in support of an office or division head or an identified management employee rather than a Department Head. This classification also supervises subordinate employees and may relieve supervisors of routine operating details. This position is subject to overtime, standby, and callback assignments. Performs related duties as assigned.

THE IDEAL CANDIDATE

The Department of Environmental Resources is looking for an organized, detail-oriented person that is able to maintain consistency in a high pressure, quick-paced environment with tight deadlines. The ideal candidate is proficient in Microsoft Word, Excel, PowerPoint, Adobe, and demonstrates strong skills in proofreading and formatting. This role also requires the ability to manage and maintain distribution lists, execute mass mailings, and provide organizational support to executive and division leadership.



Interested in learning more about the Department of Environmental Resources? Scan the QR code or visit <https://www.stancounty.com/er/>



TYPICAL TASKS

- Provide in person, phone and email customer service to internal and external clientele;
- Transcribe material from either a mechanical source or from dictation;
- Type letters, reports, records;
- Maintain and coordinate multiple calendars;
- Maintain informational and operational records;
- Review material for completeness and accuracy;
- Maintain and improve files and filing systems;
- Assemble data and information, and assist in the preparation of reports;
- Act independently, or in accordance with instructions;
- Compose correspondence and format documents;
- Plan, assign, train, and review the work of other clerical employees;
- Schedule appointments, make reservations and travel arrangements;
- Organize and prep for executive leaders as well as large group meetings including arranging location, room set up, refreshments, ect;
- Interpret and disseminate instructions, department rules, and policies and procedures;
- Refer incoming mail to proper staff members; and
Attend and take notes at meetings, hearings and conferences, and prepare meeting notes and/or summaries.

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Perform a variety of difficult clerical work;
- Understand and apply laws, rules, procedures and policies relating to the work of the department;
- Understand and follow complex instructions;
- Compose difficult letters independently;
- Supervise the work of a small group of employees;
- Operate office equipment related to the job;
- Compile data for and prepare reports of average difficulty;
- Follow oral and written communication; and
- Type at a speed of at least 45 WPM from handwritten, printed or typewritten material.
- Principles and methods of statistical clerical work, including business letter writing;
- Principles of supervision and training; and
- Current office practices and procedures, including familiarity with filing systems and method.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE

- Two (2) years of journey-level clerical experience; AND
- Typing certificate of 45 wpm (net corrected) from any temporary agency or comparable institution issued within the past 4 years. Online typing certificates are not accepted. The certificate must be a three to five minute timed test.
- Applications without proof of typing speed will not be considered.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening process will focus on the following highly desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application:

- One (1) year of experience working in an administrative setting preparing correspondence and documents
- Bilingual (English & Spanish); ability to pass a certification test provided by the County.

*Apply today
to join our team &
make a difference in
Stanislaus County*



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



**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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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.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$52,187.20-\$63,419.20

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Office Worker/Clerical bargaining unit for labor relations purposes. Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months. This position is subject to overtime, standby, callback, weekend, holiday, and shift assignments as identified in their MOU (Memorandum of Understanding).

APPLICATION PROCEDURES/FINAL FILING DATE: July 03, 2025

Oral Examinations are tentatively scheduled for the week of July 14, 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.