



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

**See inside for details*

Administrative & Communications Assistant (Confidential Assistant III)

Chief Executive Office

\$50,294 - \$75,462 Annually

Apply by January 20, 2025



ABOUT THE DEPARTMENT

Joining the Chief Executive Office is an exciting opportunity to work in the heart of County administration and actively support the County's commitment to its Mission, Vision, and Values. The Chief Executive Office is responsible for implementing policy directives from the Board of Supervisors, overseeing operations of 27 County Departments, leading Countywide HR and personnel management, and fostering strong partnerships with various community organizations and constituents. Working in this capacity provides the opportunity to comprehensively view County operations and assist in achieving the County's goals and objectives.

With approximately 80 employees, the Chief Executive Office plays a critical role in managing the County's \$1.9 billion budget, ensuring efficient resource allocation and fiscal responsibility. This role offers a broad perspective on County operations, strengthening collaboration and advancing key initiatives. Although budget administration and policy are significant, success also depends on building connections, sharing knowledge, and working toward shared goals. The Chief Executive Office is the place to be for those interested in understanding County Government at the global level and making a difference in the community.

THE POSITION

Stanislaus County Chief Executive Office is recruiting for an Administrative & Communications Assistant (Confidential Assistant III) to support the Deputy Executive Officer's team in county-wide communications, community engagement, and front office operations. This role will provide administrative support to leadership while also helping shape how the County shares information with the public, partners, and employees.

In this position, you will assist with day-to-day front office and Public Information Officer support, manage correspondence and scheduling, and help ensure information flows effectively across departments. You will also have the opportunity to use creativity and design skills to develop communication materials, capture photos and video, and support presentations and public-facing content.

Here at **Stanislaus County**, our mission is
"We Build Community"...

Check out our 5 values!



We believe **EACH**
PERSON MATTERS



We work every day to
earn people's **TRUST**



We are
GOOD PARTNERS



We encourage
INNOVATION



We deliver
RESULTS

THE TYPICAL TASKS

- Assist with presentation and report preparation, agendas, and other materials to support executive leadership
- Provide administrative support for front office operations, including scheduling, correspondence, records management, and customer service
- Coordinate information flow across departments to ensure timely and accurate communication
- Research, organize, and track communications, media coverage, and public inquiries
- Develop, write, edit, and format communication materials for internal and external audiences
- Support department initiatives and projects
- Maintain content on the County's website and social media platforms, ensuring accuracy, consistency, and quality
- Assist with presentations and public information requests by preparing clear, professional materials
- Provide guidance to departments on communication practices and front office procedures
- Contribute to creative projects such as photography, videography, graphics, and video editing for social media, public service announcements, and events

MINIMUM QUALIFICATIONS

Knowledge/Skills/Abilities

- Visual and written media
- Communications and public engagement
- Coordination and organization
- Project management
- Relationship building and collaboration
- Judgment and decision-making
- Computer software and office technology
- Software for digital content creation
- Oral and written communication
- Creative and critical thinking
- Administrative and front-office support
- Time management
- Active learning and listening
- Problem-solving

THE IDEAL CANDIDATE

The ideal candidate will be detail-oriented, organized, and comfortable balancing administrative responsibilities with creative communications work. Strong writing, editing, and design skills are desired, along with an interest in photography, videography, and visual storytelling. A passion for public service and the ability to represent the County with professionalism and accuracy are key.



MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

PATTERN I

- Sixty (60) units or an associate's degree in communications, public or business administration, public relations, or a closely related field

AND

- One (1) year of journey-level experience in communications, administrative program support, or public relations

PATTERN II

- Thirty (30) units in college coursework related to communications, public or business administration, public relations, or a closely related field

AND

- Two (2) years of journey-level experience in communications, administrative program support, or public relations

PATTERN III

- Three (3) years of journey-level experience in communications, administrative program support, or public relations

Proof of education may be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6341 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 may result in disqualification.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any applicable experience in the duties section of your application.

- One (1) year experience in videography, photography, graphic design, and/or digital content creation

OR

- One (1) year experience in public relations

QUICK GUIDE TO APPLYING

APPLICATION PROCESS



1.
Find the
Right Job



2.
Update Your
Application



3.
Submit Your
Application



4.
Wait for
Processing



5.
Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**



**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 NEW 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
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, 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



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- 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, 2026, are eligible to receive future payments in accordance with their new hire date.

COMPENSATION & BENEFITS

\$50,294 - \$75,462 Annually

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

Excellent retirement benefits (2% at approximately age 61 formula)

Medical, dental, vision, and basic term life insurance plans

County paid Deferred Compensation at 1.0% of base salary

Vacation: Accruing biweekly:

2 weeks for the first two years

3 weeks per year 3 thru 10

4 weeks per year 11 thru year 20

5 weeks per year beginning at year 21

Vacation accruals are subject to maximum limits

96 hours of sick leave annually

12 paid holidays annually

\$400 Professional Development Allowance per fiscal year

Optional participation in Flexible Spending Account programs

Optional Supplemental Life & AD&D insurance plans

Employee Assistance Program

For additional details,
scan the QR code, or [click here.](#)



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 Unclassified Service of the County and is considered "at-will" for labor relations purposes.

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

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: Friday January 20, 2025

Oral Examinations are tentatively scheduled: Week of February 2, 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.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

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 Relations.