



SAN JOAQUIN
— COUNTY —
Greatness grows here.

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SECRETARY

APPROXIMATE ANNUAL SALARY

\$48,796.16-\$59,312.04

FINAL FILING DATE: MARCH 12, 2024



4% COLA Increase effective July 2024

3% COLA increase effective July 2025

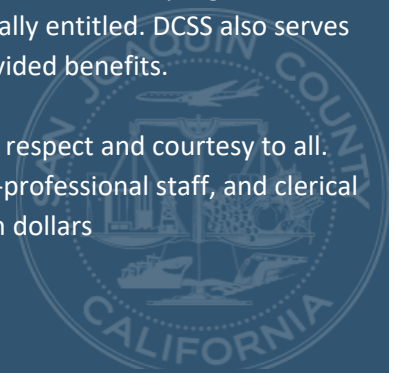


Our Mission: Collaborating with families to establish child support agreements, facilitating consistent payments, and engaging with partners to support unique family needs and promote the wellbeing of children.

WHY THE DEPARTMENT OF CHILD SUPPORT SERVICES?

The Department of Child Support Services (DCSS) is responsible for establishing and enforcing paternity, child and medical support orders. The department also collects and accounts for child support payments under the Title IV-D program. DCSS serves the public by ensuring that children receive the financial support to which they are legally entitled. DCSS also serves taxpayers by working with families to become self-sufficient and recovering government-provided benefits.

DCSS is committed to provide family-centered services. DCSS values diversity, team work and respect and courtesy to all. The department is staffed with 197 employees consisting of attorneys, professional and para-professional staff, and clerical support. For the current fiscal year, the department is administering a budget of \$22.5 million dollars



Have Recruitment Questions?
Email: manunez@sjgov.org
Phone (209)468-8579



Recruitment
0324-RO2050-01



Human Resources
44 N San Joaquin St
Third Floor, Suite 330
Stockton, California 95202



ABOUT THE POSITION

As the Administrative Secretary within the Department of Child Support Services (DCSS), you will play a pivotal role in ensuring the smooth and efficient operation of the department.

Typical duties of the position include but are not limited to:

- Performs advanced secretarial support duties, usually to a senior-level manager/administrator within a department or large division.
- Receives and screens visitors and calls, using a high degree of judgment in their disposition; interprets and explains specialized and complex information regarding established rules, regulations, policies, procedures and technical office operations to managers, patients, clients, outside agencies and others
- Relieve superior of complex quasi-administrative/analytical duties in areas such as personnel management, payroll, purchasing, inventory, systems maintenance and/or similar functions depending on the department's need.
- Prepares a variety of difficult and complex reports, letters, resolutions and other documents with substantial independence, utilizing a highly advanced knowledge of specialized subject matter

MINIMUM QUALIFICATIONS

Pattern I:

Experience: One year at a level comparable to or higher than Office Secretary in San Joaquin County service that included significant responsibility for performing management secretarial duties.

Pattern II:

OR

Experience: Five years of general clerical, secretarial and/or office technical work, including at least one year with primary responsibility for performing management secretarial duties.

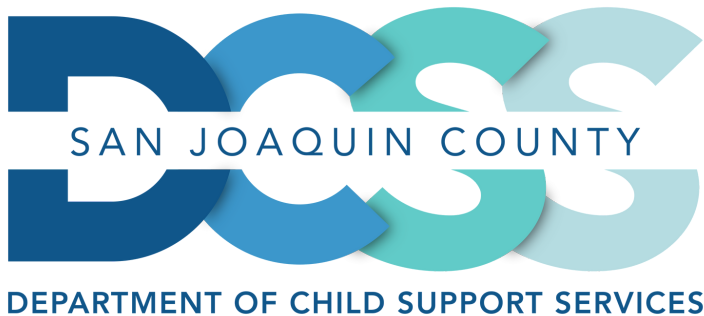
Substitutions:

a) One year of business training in an approved vocational training program may substitute for one year of the above-required experience; or b) Completion of 30 semester/45 quarter credit units at an accredited college or university may substitute for one year of the above-required experience.

AND

Certificates: If required by the nature of the assignment: 1) possession of acceptable typing/keyboarding or other certification of ability to input data at the rate of 45 words per minute; and/or 2) possession of an acceptable proficiency certificate in one or more computer software programs.

Special Requirement: Most positions require the ability to use computers and/or word processing equipment. If required by the nature of the assignment, demonstrated general or software-specific computer proficiency may be required prior to appointment.



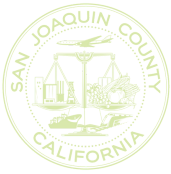
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COMPENSATION


In addition to cashable compensation, incentive and bonuses may be eligible for new hires. Incentives and bonuses are subject to approval by Human Resources. To learn more, click on the link below:

 **LEARN MORE**

Compensation	STEP 1	STEP 5
Annual Salary	\$48,796	\$59,312



TO APPLY, CLICK ON THE LINK BELOW:

[Human Resources](#) 

INCENTIVES

**Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

The following incentives and bonuses may be available for eligible new hires. Incentives and bonuses are subject to approval by Human Resources:

Vacation Accrual Rate: San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.

Sick Leave: Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours) from their last agency. Hours shall be subject to San Joaquin County's minimum sick leave cash out provisions.

New Hire Retention Bonus:

- \$2,000 upon completion of first year equivalent employment (2,080 hours)
- \$1,000 upon completion of third year equivalent employment (6,240 hours)
- \$3,000 upon completion of sixth year equivalent employment (12,480 hours)

 **LEARN MORE**

Human Resources Office Hours:

Monday-Friday 8:00 am to 5:00pm; excluding holidays.

When a filing date is indicated, applications must be filed with Human Resources Division before 5:00 p.m. or postmarked by the final filing date. Resumes will not be accepted in lieu of an application. Applications sent through counter inter-office mail, which are not received by the final filing date, will not be accepted. (The County assumes no responsibility for mailed applications which are not received by the Human Resources Division).



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SAN JOAQUIN
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Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts, and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots. The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage. Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond. Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys University and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.

Equal Employment Opportunity

San Joaquin County is an Equal Employment Opportunity (EEO) Employer and is committed to providing equal employment to all without regard to age, ancestry, color, creed, marital status, medical condition, national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, or sexual orientation.

