

SAN ANDREAS REGIONAL CENTER
POSITION OPENING NOTICE

POSITION TITLE: Unit Secretary (Receptionist)
NUMBER OF OPENINGS: One
POSITION NUMBER: 33
SALARY RANGE: \$2409.00 - \$2929.00 Monthly
LOCATION: Campbell
[X] Regular **[X] Full-Time** **[] Temporary** **[] Part-time**

POSITION DESCRIPTION: While maintaining good public relations with the community and implementing the goals of the Agency, this position handles secretarial and clerical responsibilities for specific professional staff members.

An employee in this classification may be responsible for any or all of the following functions: typing correspondence, memos, forms and reports from dictated notes, dictaphone or handwritten copy using a personal computer or typewriter; reviewing documents and forms to assure completeness and accuracy; answering telephone console, taking messages and directing calls to appropriate staff; distributing mail; maintaining appointment calendar; making arrangements for meetings; maintaining manuals, files and records; updating data stored in the word processing system; other clerical/secretarial assignments as assigned. **Spanish speaking is required.**

QUALIFICATIONS: Training and experience equivalent to completion of the twelfth grade. Three years of clerical/secretarial work experience. Will consider education in lieu of experience, 2 years college equal 1 year experience. Knowledge of office practices and procedures, English, spelling and grammar; ability to type accurately at a rate of not less than 55 words per minute using an electric typewriter and/or personal computer. (Preference will be given to any applicant with experience with personal computer in a clerical/secretarial position.) Ability to do secretarial/clerical work involving a degree of independent judgement and requiring accuracy and speed. Knowledge of dictating equipment and how to transcribe. Ability to get along and determine needs of others. Knowledge of medical terminology helpful.

DATE POSTED: October 19, 2009
DEADLINE: Until Filled
SEND RESUME TO: Maile Llewellyn
Executive Secretary
San Andreas Regional Center
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San Jose, CA 95150
Fax: (408) 379-9038 or E-Mail: samaile@sarc.org