



Executive Assistant (Confidential Assistant IV)

Department of Child Support Services

\$58,115 - \$87,152 Annually

Apply by February 13, 2025



ABOUT THE POSITION

This Executive Assistant position is a dynamic and multifaceted role supporting the Executive Director of Child Support Services. The position requires exceptional organizational skills and meticulous attention to detail. The role involves managing highly confidential information, ensuring compliance with policies and regulations, and providing administrative and human resources support. Key responsibilities include composing, editing, and proofreading complex documents, coordinating logistics for meetings and events, managing busy calendars, and administering compliance programs. Additionally, this role involves managing departmental communications and maintaining filing systems and operational records. The Confidential Assistant IV is critical to the smooth operation of the department, requiring the ability to work independently, handle sensitive information with discretion, and represent the organization professionally in various settings.

ABOUT THE DEPARTMENT

The Stanislaus County Department of Child Support Services (DCSS) provides a broad range of support services to its customers including establishment of parentage, establishment of child support orders, enforcement or modifications of child support orders, location of absent parents, and collection of support orders. DCSS partners with its 139 agency employees, other county, State and Federal government agencies, and numerous community-based organizations to provide easily accessed and responsive services.

THE IDEAL CANDIDATE

The ideal candidate is a skilled professional with a strong background in administrative and human resource functions, adept at juggling multiple priorities in a fast-paced environment. They demonstrate exceptional attention to detail and a high level of discretion in handling confidential matters. Proficiency in office software and familiarity with local government processes 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.



TYPICAL TASKS

- Provide administrative support to the Department Head and Assistant Director;
- Act as a liaison between administration and staff members, Department and high level County, State and Federal Officials;
- Handle highly confidential information and documents with discretion;
- Information management, including collecting, reviewing and distribution of information;
- Compose, write, edit and proofread detailed documents;
- Prepare and assist with department presentations;
- Take notes and/or minutes, collate actions items, prepare and circulate agendas, presentations and meeting packets;
- Make out-of-county travel arrangements, and prepare travel authorizations;
- Coordinate and schedule meetings and conference calls to include room reservations/setup, and meeting notifications;
- Research and project management as necessary;
- Maintain files, filing systems and information/operational records;
- Assist in the preparation of financial records and/or budget documents;
- Review written material for completeness and accuracy;
- Serve as the designated receiver for pay-for-performance evaluations;
- Complete work using various computer programs and databases;
- Record keeping activities, including monitoring/compiling travel expenses;
- Receive, screen and prioritize communications for the Director, including telephone calls, email messages, and correspondence;
- Gather and summarize data, and prepare reports;
- May assist in the selection and training of Human Resources confidential support staff; and
- Perform other duties as assigned.

*To learn more about
the Department of
Child Support Services,
scan the QR code.*



MINIMUM QUALIFICATIONS

KNOWLEDGE

- Administrative and office procedures;
- Local government;
- Principles of confidentiality;
- Basic leadership and supervisory responsibilities;
- Research methods, which include compiling and verifying information, and follow-up summary or report-writing;
- Various filing systems;
- Composing business correspondence and other written communication;
- Strong grammar and proofreading skills
- Presentation, training and facilitation skills;
- Basic accounting procedures;
- Multicultural skills, knowledge and experience;
- Standard office machines, such as telephone, personal computers, copy machine, adding machine, etc., and
- Windows operating systems, Microsoft Word, Power Point, Excel, Adobe Professional, Canva & iOS.

SKILLS/ABILITIES

- Active listening; critical thinking; reading comprehension, effective communication; organization and time management;
- Advanced customer service skills;
- Work cooperatively and collaboratively with other employees, representatives of external agencies and the general public;
- The ability to exhibit confidence and professional diplomacy, while effectively relating to people at all levels internally and externally;
- Understand and apply laws, rules, procedures and policies relating to the work of the department;
- Function under minimal supervision, exercise common sense and sound judgment in making independent decisions required in performing secretarial and administrative duties;
- Support Human Resources and Fiscal units;
- Independently perform difficult, advanced clerical work including writing and proofreading of documents;
- Operate office equipment related to the position;
- Effective oral and written communication;
- Remain abreast of new laws, amendments and local rules as related to assigned duties/responsibilities;
- Effectively learn, interpret and apply administrative and departmental policies, laws and rules;
- Comprehend and follow complex oral and written instructions;
- Perform adequately under work and time pressures;
- Compose and edit business correspondence utilizing the appropriate format and content;
- Produce concise, accurate and timely reports or meeting minutes;
- Develop effective office forms, operation procedures and systems as needed or required.
- Communicate and follow through effectively with all internal and external customers;
- Handle customer requests and complaints, and route appropriately; and
- Maintain accurate records, files and correspondence.

EDUCATION & EXPERIENCE

We recognize your time is valuable, please only apply if you meet the following required qualifications.

PATTERN I

- 60 college semester units in Public or Business Administration, Communications, Human Resources, or closely related field; AND
- Two (2) years of experience performing increasing complex administrative, executive assistant, or human resources duties as outlined in the skills, abilities and knowledge above.

PATTERN II

- Four (4) years of full-time experience providing executive level administrative support in a large public or private agency, and performing duties as listed in the typical tasks.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6593 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.

DESIRABLE QUALIFICATIONS

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

- Three (3) years of recent experience as an executive secretary or executive assistant in a government agency; OR
- One (1) year experience working with boards or commissions.



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



**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
RELATIONS**

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.



COMPENSATION & BENEFITS

\$58,115-\$87,152 Annually

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
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service.
- 32 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$400 annual Professional Development reimbursement
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details are available upon request.

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000! 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" 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 FEBRUARY 13, 2025

Interviews are tentatively scheduled for the week of February 23, 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.