



ADMINISTRATIVE ASSISTANT

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.

We are looking for an Administrative Assistant to perform office support assignments for our SETA Head Start department. This position performs a wide range of the more difficult and complex office assignments.



Position Summary: The Administrative Assistant position provides administrative and office support activities to multiple staff and management in the department to maintain an efficient office environment. Duties may include word processing, creating spreadsheets and presentations, recordkeeping and filing, fielding telephone calls, and receiving and directing visitors. Extensive software skills, Internet research abilities and strong communication skills are required.



Starting Salary: \$17.46 per hour

Benefits:

Medical Benefits (6 plans to choose from)
 Dental Benefits
 Life Insurance
 Vision Insurance
 Health Savings Account (HSA)
 Modern Health – Mental Health Wellness
 Educational Reimbursement: up to \$1500 annually
 Access to the Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)
 Retirement Health Savings Accounts and 457 plans
 Paid Holidays
 Paid Vacation
 Paid Sick Leave
 Paid Personal Leave
 Paid Jury Duty
 Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. At least one (1) year of professional experience in an office environment;
- OR
- II. Verifiable education or certification which would demonstrate having the necessary abilities (e.g., two (2) years of college, completion of a job training program, bachelor's degree, associate's degree, etc.).

How To and Who May Apply: This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

***Due to COVID-19, the recruitment for this position may be virtual, meaning exams and interviews will utilize electronic mediums such as video conferencing.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP, COVID-19 and flu (or flu waiver).

Posting Date: Tuesday, November 23, 2021

Final Filing Date: Wednesday, December 8, 2021 by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Copies of all degrees, permits, and credentials must be attached to the application.

Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer.

