



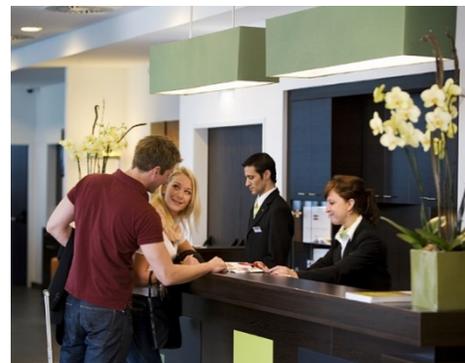
FRONT DESK RECEPTIONIST (TYPIST CLERK III) (Two (2) part-time or one (1) full-time)

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 two (2) part-time or one (1) full time Front Desk Receptionist for our Headquarters office in Sacramento, CA, who will be the first person(s) with whom customers and visitors will interact. The ideal candidate(s) will possess excellent organizational and communication skills, verbal and written, be punctual, maintain a reliable and consistent schedule, and have a professional demeanor and attire.

Position Summary: Under general direction, this position provides information about SETA departments, locations, functions, and activities and provides administrative and office support to multiple staff and management within the Agency. Duties include answering public and staff contacts and concerns, fielding telephone calls, and receiving and directing visitors. Internet research abilities, professionalism, 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 Program
- 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 the knowledge and abilities would be:

- I. Three years of increasingly responsible office assistance and administrative assistance work experience, including at least one year comparable to a Typist Clerk II with the Sacramento Employment and Training Agency. Experience with heavy multi-line reception and greeting and directing the public is preferred.

Who May and How To 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 a virtual recruitment, meaning exams, and interviews will utilize electronic mediums such as video conferencing, and/or online exam.**

Posting Date: Tuesday, January 4, 2022

Final Filing Date: Tuesday, January 18, 2022 by 5 p.m.

“Per federal requirements effective January 31, 2022, all employees are required to be fully vaccinated or have an approved medical or religious exemption.”

Upon job offer individuals will be required to complete a pre-employment health screening, TB test and background check.

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

