

State of California
AGRICULTURAL LABOR RELATIONS BOARD

JOB OPPORTUNITY ANNOUNCEMENT

DATE: December 2, 2015

FINAL FILING DATE: December 14, 2015, or until filled.

POSITION: LEGAL SECRETARY

SALARY: Range A: \$3,176 - \$3,976
Range B: \$3,335 - \$4,176

LOCATION: Oxnard, CA (Ventura County)

WHO MAY APPLY: Applicants on current eligible lists will be considered or current State employees in transferable classifications. Basis of eligibility must be indicated on application of those in a transferable classification. Applications will be screened and qualified applicants will be interviewed. Appointment subject to SROA provisions and Reinstatement provisions.

DUTIES AND RESPONSIBILITIES: Under the direct supervision of the Regional Director, and the general supervision of the General Counsel, the incumbent provides clerical support for the Regional Office. The incumbent performs a full range of secretarial and administrative duties for the Regional Director and other regional staff. The position requires the ability to exercise independence, work under pressure, and apply tact, discretion and initiative in performing the assigned duties. Essential Functions include but are not limited to preparation of pleadings for administrative proceedings before the Board of the ALRB; Superior Courts, and Courts of Appeal. Familiarity with and/or independent ability to research court rules and procedures. High level of organization and ability to prepare and maintain case files. The incumbent will also manage calendaring for the office; prepare reports relating to attorney work assignments and cases; serve documents; and answer and screen telephone calls. The complexity of the duties will be modified to be consistent with the classification of the candidate hired, and are not limited to those listed here.

DESIRABLE QUALIFICATIONS: Spanish bilingual fluency is strongly preferred, but not required. This position is fast paced and challenging and being very well organized with excellent attention to detail is a must. Please describe in your cover letter how your particular experiences and skill set makes you a good fit with our agency's mission and goals.

SEND APPLICATION, COVER LETTER, AND RESUME TO:

Agricultural Labor Relations Board
Attn: Jonathan Bernstein, Personnel Office
1325 J. Street, Suite 1900
Sacramento, CA 95814
Phone: (916) 651-7608

NOTE: No moving or relocation expenses will be paid by the department.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

California Relay/TDD 1-800-735-2929 or 1-800-735-2922 (Voice)