



City of Torrance

PROMOTIONAL OPPORTUNITY

SENIOR ADMINISTRATIVE ASSISTANT (Job Code 16061134)

Pay Range: \$25.09 – \$30.49 per hour

Benefits: Please refer to the Torrance Professional & Supervisory Association Memorandum of Understanding <http://www.torranceca.gov/10032.htm#>.

Position Overview

The eligible list from this examination process will be used to fill a vacancy for Senior Administrative Assistant in the General Services Department. This position provides administrative and secretarial support to a department head or executive manager. General Duties include:

- Using independent judgment and initiative in planning, organization and performance of responsible and confidential secretarial work.
- Supervising clerical and/or secretarial support staff.
- Serving as a point of contact for the department coordinating communication and performing other duties are required.

For a detailed job description, please visit <http://www.torranceca.gov/19881.htm>.

Candidate Qualifications

CANDIDATES MUST HAVE COMPLETED SIX (6) MONTHS OF ACTUAL SERVICE AFTER PERMANENT APPOINTMENT AS A CIVIL SERVICE EMPLOYEE BY THE FINAL FILING PERIOD.

Any combination of education/experience that would provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be:

Graduation from high school or equivalent and three years of increasingly responsible secretarial and/or administrative support experience; courses in office administration and business occupations and experience in a lead capacity are desirable.

Application and Selection Process

Candidates must apply online at www.TorranceCA.Gov/Jobs. Applications will be accepted from Tuesday, June 14, 2016 through Tuesday, June 21, 2016, at 5:30 p.m.

Qualified candidates will be invited to participate in the examination process. The examination will consist of:

<u>Test Type</u>	<u>Weight</u>	<u>Tentative Date</u>
Written	40%	Wednesday, June 29, 2016
Writing Assessment	Pass/Fail	Wednesday, July 13, 2016
Oral Interview	60%	Wednesday, July 13, 2016

Special Notes

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

Candidates may call (310) 618-2915 with application or testing questions.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

06/13/16 JD