



EMPLOYMENT OPPORTUNITY

www.seta.net

Sacramento Employment and Training Agency
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone (916) 263-3800
TDD 1-800-735-2929
24-Hour Job Line (916) 552-1478

HEAD START TYPIST CLERK III **\$15.41 - \$18.71/Hour**

WHO MAY APPLY: This is an OPEN examination. Open to the public and employees eligible for transfer or voluntary demotion.

HOW TO APPLY: A completed SETA application, a Head Start Declaration and a current (within past 6 months) typing certificate showing 45wpm net, must be submitted by the deadline date. Application materials can be obtained in the lobby at 925 Del Paso Blvd., Suite #100.

POSTING DATE: Tuesday, January 17, 2012
FINAL FILING DATE: Monday, January 30, 2012 by 5:00 p.m. Postmarks not accepted.

DEFINITION

Under general direction, to perform a variety of the more difficult office and program administrative assistance assignments in support of Head Start functions; to provide some lead direction and training for other Head Start office staff; to answer public and staff contacts and concerns; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for an advanced working level and lead position which performs office support assignments in the Head Start Program. Duties combine lead direction for other office staff with performance of a wide range of the more difficult and complex office assignments.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Trains and provides lead direction for other office staff;
2. Compiles technical information and prepares reports;
3. Types letters, documents, reports, budgets, leases, and a variety other material;
4. Originates and maintains a variety of files and records;
5. Receives and processes forms and reports;
6. Orders, stores and issues office supplies;
7. Performs a variety of administrative duties for the Chief, Head Start and the Head Start Office Manager;
8. Retrieves and compiles requested information;
9. Prepares correspondence;
10. Receives office visitors, and phone calls, providing a variety of information about program functions and activities;
11. Responds to complaints;
12. Operates office equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of Head Start and SETA programs and functions;
- Laws and regulations affecting the administration of Head Start programs;
- Financial, budgetary, and account record keeping;
- Filing and recordkeeping procedures;
- Letter and report writing;

Continued
And

SETA does not discriminate on the basis of race, creed, religion, color, sex, age, sexual orientation, or disability in any of its programs or activities. An equal opportunity employer. Women, minorities, disabled, and disabled veterans encouraged to apply.

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MINIMUM QUALIFICATIONS

Knowledge of:

- Receptionist and telephone techniques;
- Office practices, methods, procedures, and equipment;
- Proper English usage, spelling, grammar, and punctuation;
- Principles of lead direction and training;
- Word processing and spreadsheet software.

Ability to:

- Provide lead direction and train other office staff;
- Perform a variety of the more difficult office functions in support of the Head Start program;
- Interpret and apply rules, policies and regulations with good judgment in a variety of situations;
- Maintain a variety of administrative files and records;
- Work with minimum supervision;
- Compile information and prepare accurate reports;
- Make arithmetical calculations quickly and accurately;
- Type at a speed of 45 words per minute from clear, legible copy;
- Deal tactfully and courteously with persons seeking information and expressing concerns about policies and functions;
- Establish and maintain cooperative working relationships;
- To competently use word processing and spreadsheet software.
-

AND

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

1. 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.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

SELECTION PROCESS: Stage I of the selection process will be a training and experience evaluation conducted by an Application Screening Committee who will select those appearing to best meet the needs of the Agency based on information provided on the application materials. **Only the most suitably qualified applicants will advance to Stage II of the selection process.** Stage II will be an examination that may consist of a written exercise, role-play exercise and/or an oral interview (weighted 100%). Candidates must attain a minimum score of 70% in Stage II in order to be placed on the eligible list.

NOTE: Those selected will be required to submit verification of citizenship or legal right to work in the United States at time of employment. Employment is subject to successful completion of an employment physical examination.

Compensation and Benefits: SETA offers a comprehensive benefit package which includes health, dental, vision, life and AD&D insurance; SETA paid SCERS; voluntary deferred compensation program; education incentive; and a generous paid time off and sick leave program.

EMPLOYMENT APPLICATION

Sacramento Employment and Training Agency

925 Del Paso Blvd., Suite 100

Sacramento, CA 95815

(916) 263-3800

24 Hour Job Line (916) 552-1478

TDD CA Relay System 1 (800) 735-2929

INSTRUCTIONS:

1. Print Legibly or Type. Use the keyboard “Tab” key move to the next field (**DO NOT USE THE “ENTER” KEY**). Use the “Space Bar” to select a check box. This application is part of the examination process. Late and/or incomplete applications will be rejected.
2. Print or type the title of the examination in space provided.
3. Complete a separate application for each examination desired. Attach additional sheets as needed. Make sure proper job title appears on each application. Make sure proper job title appears on each application.
4. Complete both sides of the application form. All applications must have an original signature and must be dated.
5. Applicants must meet all qualifications for classification by the final filing date, unless specifically exempted in the job announcement. An incomplete application may be grounds for rejection. An applicant may be required to submit additional proof of qualifications and verification of education and training.
6. It is the applicant’s responsibility to insure the application is in the SETA Personnel Office **NO LATER THAN 5:00 P.M.** on the filing deadline date. Postmarks are not accepted. Facsimiles and late applications will be rejected.
7. In compliance with State and Federal Laws, the Sacramento Employment and Training Agency will employ and promote qualified individuals without regard to disability. SETA is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations, in the examination process must do so by the filing deadline. Please fill out the Accommodation section of this application completely, otherwise it may not be possible to arrange accommodations for the selection process. For more information call (916)263- 3800.
8. It is the policy of SETA to treat each applicant in a fair and consistent manner. The applicants experience, knowledge, skills, and abilities as demonstrated on the employment application are the relevant factors used in the screening process.

RECRUITMENT INFORMATION - Please indicate how you became aware of this job opportunity:

- | | |
|--|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> SETA Office |
| <input type="checkbox"/> Trade or Professional Journal | <input type="checkbox"/> City Office |
| <input type="checkbox"/> Television | <input type="checkbox"/> Community Organization |
| <input type="checkbox"/> Radio | <input type="checkbox"/> State Employment Office (EDD) |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other: |
| <input type="checkbox"/> County Office | |

AFFIRMATIVE ACTION QUESTIONNAIRE

DO NOT DETACH
(PLEASE PRINT OR TYPE)

Job Title _____ SEX: Male Female
AGE: Over 40 Under 40

To further its commitment to Equal Opportunity Employment SETA is requesting all applicants for examination to voluntarily provide the following information. The information will be detached from the application and will be used only for research and evaluation purposes. This information will not have any effect upon your application.

ETHNIC ORIGIN (Please Check One)

- American Indian** - Persons descended from the original people of North America and who maintain cultural identification through tribal affiliation or community organization.
- African American** - Persons of African descent including Black persons with Spanish surname.
- Asian Indian** - Includes persons of Pakistani and East Indian descent.
- Caucasian** - Includes persons of Indo-European descent except those in other groups.
- Chinese** - Includes persons of Chinese, Indo-Chinese, or Korean descent.
- Filipino** - Persons of Filipino descent.
- Hispanic** - Includes all persons of Mexican-Latin American, or Spanish descent except those who are Black.
- Japanese** - Persons of Japanese descent.
- Polynesian** - Includes persons of Polynesian descent who are not included in any other group.

Sacramento Employment and Training Agency

EMPLOYMENT APPLICATION

925 Del Paso Blvd., Suite 100

Sacramento, CA 95815

(916) 263-3800

Job Title:

IMPORTANT: This application is part of the examination process. It must be completely filled out, signed, and dated to be accepted. Late and/or incomplete applications will be rejected.

PRINT OR TYPE (for simplification of processing only)

For Office Use Only:

- ___ Accomodations
- ___ Application
- ___ Application Rejected
- ___ Education
- ___ Does Not Meet MQ's
- ___ Late
- ___ Other

Name Social Security Number

Address City State Zip Cope

Home Phone Work/Message Phone

Education and Training: You may be required to submit verification of your college education prior to employment.

1. High School Graduate or Passed GED? YES NO

2.	Name & Location of College, University, or Trade School	Major Course of Study	Units Completed		Diploma, Certificate, or Degree Received
			Semester Units	Quarter Units	

3. List current certificates of professional competence, licenses, and/or membership in professional associations.

4. Current/Former Head Start Parent? YES NO

ALL APPLICANTS must immediately notify the SETA Personnel Office of address/phone number changes by calling 916-263-3588

Convictions: Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements. Some classifications may require a fingerprinting check as verification. You may omit any conviction committed prior to your 18th birthday, which was finally settled in Juvenile Court, or under a youth offender law.

FAILURE TO LIST CONVICTIONS MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS OR EMPLOYMENT

Have you ever been convicted of a crime? YES NO

List all convictions. Attach additional sheet(s) if necessary. (Cite Penal Code, if known)

Offense: Conviction Date: Location: Fine/Sentence:

Accommodations: Describe any accommodation you may need in taking the examination:

TDD CA Relay System 1-800-735-2929



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

Release of Information Form

I, _____, hereby authorize the Sacramento Employment and Training Agency (SETA) to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to SETA any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release SETA, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Signature

Date

“Preparing People for Success: in School, in Work, in Life”

HEAD START DECLARATION

Confidential Personnel File Information

In compliance with 45 CFR Part 1301, Subpart D, Head Start Grants Administration Personnel Policies, Section 1301.31 (c) and (d).

Name of Prospective Employee (Please Print): _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

- (1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
- (2) Convictions related to other forms of child abuse and/or neglect; and
- (3) All convictions of violent felonies.

The declaration may exclude:

- Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law;
- Any conviction for which the record has been expunged under Federal or State Law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with, or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge, or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I have not been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

*****OR*****

I have been arrested, charged, and/or convicted on one or more of the three types of offenses listed above. If so, please attach information listing the offenses(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.

Signature

Date