The San Bernardino County Employees’ Retirement Association (SBCERA) is recruiting for an Executive Secretary to perform a variety of secretarial duties and administrative tasks in support of the Executive Assistant and Administrative Services Department; and to perform other related duties as required.

Background
The San Bernardino County Employees’ Retirement Association (SBCERA) is a California public pension plan that administers benefits and manages pension assets for over 37,000 members and beneficiaries on behalf of 17 participating employers. SBCERA is a Special District governed by its own board, the Board of Retirement (Board), which serves as primary fiduciary for SBCERA’s assets and administration.

For more information about SBCERA, please visit the website at www.SBCERA.org.

Responsibilities
The Executive Secretary shall work in the Administrative Services Department under the immediate direction of the Executive Assistant and handles a variety of secretarial duties and administrative tasks. Responsibilities of the Executive Secretary include, but are not limited to, the following:

- Composes brief, factual correspondence following general directions or notes.
- Types letters, reports, numerical and technical material and minutes from draft, shorthand, or recordings; takes dictation as required.
- Proofs and corrects material for grammar, punctuation, spelling, accuracy, format, and conformance to SBCERA policy.
- Screens and directs mail and calls; provides information requiring some interpretation of procedures and the supervisor’s viewpoint.
- Reads and screens incoming correspondence and makes preliminary assessments of materials and distributes to appropriate executive or staff.
- Researches, compiles, and prepares confidential and sensitive documents.
- Schedules meetings and conferences; prepares materials and agendas; may represent supervisor at meetings; takes, transcribes and distributes minutes.
- Assists with travel itineraries and expense reports.
- Maintains inventory of supplies and forms.
- Operates a variety of standard office equipment and files related to work performed.
- Performs other duties as assigned.

Position is “at will” and serves at the pleasure of the Chief Executive Officer.
Qualifications

**Experience:** Three (3) years of highly responsible, complex secretarial experience in support of an executive or professional where duties included preparing, reviewing, processing or abstracting legal or commercial business documents, maintaining files and records, composing correspondence, scheduling meetings, preparing agendas, and taking and transcribing minutes. General clerical experience is not qualifying.

**Skills:** Knowledge of the Microsoft Office suite including Word, Excel and Outlook. 50 w.p.m. minimum corrected typing speed.

Selection Process

Applications must be made by submitting a completed SBCERA Application form and the required Senior Executive Secretary/Executive Secretary Supplemental Questionnaire for this Executive Secretary job posting. One application and supplemental questionnaire may be used to apply for both the Senior Executive Secretary and Executive Secretary position. If applying to both positions, only one application packet should be submitted.

The information you provide will be used to verify and evaluate your job qualifications. Failure to provide a completed SBCERA Application, a completed Supplemental Questionnaire, and/or to provide information on them clearly demonstrating possession of the above job qualifications, will result in elimination from the examination process. The SBCERA Application and Supplemental Questionnaire are available at www.SBCERA.org.

There will be a competitive evaluation of qualifications based on a review of application materials submitted and may include written examinations, writing exercises, online testing, and/or oral examinations depending on the number of applications received. Further information regarding test content/scheduling will be provided to eligible candidates if an examination is to be administered. Those applicants who clearly demonstrate exceptional qualifications in the competitive evaluation will be referred for a hiring interview. The SBCERA Chief Executive Officer may specify the number of eligible candidates to be qualified in the selection interview or any part thereof.

To apply, send completed application materials as specified above electronically to HR@sbcera.org or mail to:

SBCERA  
Attn: Human Resources  
348 W. Hospitality Lane, 3rd Floor  
San Bernardino, CA 92415-0014

Applications must be received by SBCERA by **4:00 p.m. February 7, 2017.**

Disclosures

- This is an “at will” position.
- A valid California driver’s license must be maintained.
BENEFITS:
SBCERA offers a generous benefits package including:

- Participation in SBCERA pension plan
- Medical and Dental premium subsidies
- Vision insurance for employee
- 457(b) Plan: After one year of continuous service, employees are eligible for a biweekly employer match equal to ½ times the employee’s contribution up to ½% of the employee’s biweekly base salary
- Life Insurance: $20,000
- Vacation Leave: 80-160 hours/year
- Sick Leave: 3.39 hours/pay period
- Holiday Leave: 13 days + 1 Floating holiday/year
- Perfect Attendance: Annual Gym Membership Reimbursement up to $299 or 16 hours Perfect Attendance Leave

WORKING HOURS:
Typical working hours are Monday-Friday: 8:00 a.m.-5:00 p.m.

EMPLOYMENT PROCESS:

Application Deadline: Applications and Supplemental Questionnaires must be received by SBCERA by the time and date indicated on this announcement.

Background Investigation: Prior to appointment, SBCERA requires applicants to be fingerprinted and pass a background investigation.

Reference Check: Prior to appointment, education and employment history is subject to verification. At the time of a selection interview, candidates may be required to provide a resume, copies of certificates, licenses, diplomas and course transcripts.

Medical Examination: Job offers made are contingent upon passing a medical examination, which will include a drug/alcohol screening. Failure to meet all medical standards may result in withdrawal of appointment or termination, if employed prior to completion of medical examination.

SBCERA is an EEO/ADA Compliant Employer.