

Employment Opportunity

Office Manager for the Board Member, Fourth District

This is an exempt position located in a Board Member's Monterey Park office reporting directly to the Chief Deputy working at the pleasure of the Board Member. Occasional travel may be required. The Executive Assistant/Office Manager performs a wide variety of high level confidential administrative, technical, analytical, and staff services tasks and functions for the Board Member's offices, including but not limited to: providing day-to-day leadership for administrative team members; assist staff in preparing for Board meetings, outreach seminars and the mail program; establish and maintain office workflows; independently draft general correspondence for the Board Member and Chief Deputy; must have excellent communication skills both verbally and in writing; investigate various program issues and prepare administrative reports; screen incoming telephone calls and visitors; and review incoming correspondence and assign to appropriate staff for reply/action and ensure deadlines are met; must have the ability to work long hours. Salary \$5,594 - \$5,831 Interested applicants must submit a standard state application, resume, and two writing samples to: Board of Equalization, 450 N Street, MIC:20, Sacramento, CA, 95814. Final filing date: June 21, 2012, You may email questions to Terri.Deane@boe.ca.gov.