

JOB ANNOUNCEMENT

TO HELP PROTECT SAN FRANCISCO BAY

Legal Secretary or Senior Legal Typist

Full-Time, Permanent Position

September 15, 2017

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State agency located in San Francisco's Civic Center. BCDC has planning and regulatory responsibility over development in San Francisco Bay and along the Bay's nine-county shoreline. BCDC is guided in its decisions by its laws, the McAteer-Petris Act and the Suisun Marsh Preservation Act, its *San Francisco Bay Plan*, and other special plans for specific areas around the Bay.

Who We Want. We want someone who is enthusiastic, motivated, has excellent analytical skills, can write and communicate effectively, has sound judgment, likes to solve problems, works effectively as a member of a team, and enjoys working with considerable independence.

Term. This is a permanent, full-time position. BCDC is seeking a dedicated and skilled Legal Secretary or Senior Legal Typist. **Duties and responsibilities will be commensurate with the level of the classification.**

Salary. Legal Secretary, Range A, \$3,303 - \$4,135 per month, depending on qualifications OR Senior Legal Typist, Range A or B, \$2,815 - \$3,936 per month, depending on qualifications.

The position. The successful candidate in this position will be required to use a variety of secretarial skills, including preparing a variety of legal documents. Under the general direction of the Chief Counsel, the Legal Secretary performs the full range of general legal secretarial duties for BCDC attorneys, provides complex clerical support for other BCDC sections, and provides back-up as needed to the other secretaries at BCDC. The Legal Secretary or Senior Legal Typist types, formats, and files for administrative proceedings and coordinates and schedules legal support services with specific instruction when required. Skill is required in document production using a variety of software, including Microsoft Word, Excel, PowerPoint, Acrobat and other electronic databases. The position requires a high level of independence, the exercise of good judgment in setting work priorities, good oral and written communication, accurate word processing and proofreading, successfully meeting deadlines, communicating effectively with members of BCDC staff, the Commission and the public, and understanding modern office methods and specific BCDC office policies and procedures.

If you want additional information about the position please contact Marc Zeppetello, Chief Counsel by email at marc.zeppetello@bcdca.gov.

Eligibility. Individuals on the Legal Secretary or Senior Legal Typist lists are eligible to apply. Current state employees or former state employees with transfer or reinstatement rights at the Legal Secretary or Senior Legal Typist level are also encouraged to apply. Please note, in order to be eligible to transfer, applicants **must** meet the minimum qualifications of the Legal Secretary or Senior Legal Typist classifications. **A training and development assignment may also be considered.** Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement status, or list eligibility in the Examination or Job Title section on the State Application Form #678 (see link below under “Applying for the Job.”)

Please note that if you are not a current or past state employee and/or have not successfully participated in an appropriate civil service examination for Legal Secretary or Senior Legal Typist you cannot be considered for this vacancy.

Applying for the Job. The job opening is at the San Francisco Bay Conservation and Development Commission, but the California Coastal Commission handles BCDC’s personnel work. Therefore, to apply, please submit a standard State of California application form (Std. #678) available on the internet at www.jobs.ca.gov, current resume, references and writing sample to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, California 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

In the Examination or Job Title section, please clearly indicate for which classification and position(s) you are applying (**Legal Secretary or Senior Legal Typist Permanent, BCDC**).

Filing. Applications will be accepted until the position is filled, but applications received by **October 20, 2017** will be given first priority for consideration. We plan to conduct interviews during the **week of October 23rd** and would like to fill the position as soon as possible. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses are offered.

Special Interview Arrangements. If you have a disability and need special interview arrangements, please mark the appropriate box in Item 2 of the application. You will be contacted to make specific arrangements.

For additional information about BCDC, see our website at www.bcdc.ca.gov.

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.

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