

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
VACANCY NOTIFICATION
Dependent upon Funding

TO: ALL Applicants

POSTING DATE: August 1, 2018

**REASSIGNMENT
CLOSING DATE:** August 6, 2018 @ 3:00pm

**ALL APPLICANTS
CLOSING DATE:** August 15, 2018 @ 3:00pm

CLASSIFICATION: Secretary
Position Open: 1.0 FTE

Location	Shift	Status
Marshalltown Area Office	Variable; as needed to perform assigned duties. Generally 8am to 4:30pm Monday through Friday. This position may include hours weekly working in/for Administration located in Ames.	Full-Time

SALARY: FY19 CBC Pay Plan, Grade 20 **Hourly: \$17.13 - \$25.08**

GENERAL DUTIES:

Performs secretarial and related quasi-technical support services of moderate to considerable diversity and scope. Performs related work as required.

QUALIFICATIONS:

Completion of high school or G.E.D. and two years of satisfactory clerical experience; or Completion of high school or G.E.D. and two years of post-high school clerical/business school training; or Any equivalent combination of the above and Ability to satisfactorily complete performance tests as required.

NECESSARY SPECIAL REQUIREMENTS:

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of pre-employment testing and examination as required. Medical examination to certify ability to physically perform the essential functions of the position. Successful completion of a urinalysis test for illegal substances.

**All applicants must complete the Department's Application for Employment packet
(Includes unofficial transcript)**

No RESUMES WILL BE ACCEPTED

DEADLINE: Applications must be received by 3:00pm on closing date above.
Application materials for Employment: www.2nddcs.com

SUBMIT completed DEPARTMENT APPLICATION forms in .pdf format to:
pattee.yetmar@iowa.gov