

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

**TO:** ALL Applicants

**POSTING DATE:** February 11, 2019

**REASSIGNMENT**

**CLOSING DATE:** February 14, 2019 @ 3:00pm

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**ALL APPLICANTS**

**CLOSING DATE:** February 25, 2019 @ 3:00pm

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**CLASSIFICATION:** Secretary

**Position Open:** 1.0 FTE

Location	Shift	Status
Fort Dodge Area Office	Variable; as needed to perform assigned duties. Generally 8am to 4:30pm Monday through Friday.	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](http://www.2nddcs.com)

**SUBMIT** completed DEPARTMENT APPLICATION forms in .pdf format to:  
[pattee.yetmar@iowa.gov](mailto:pattee.yetmar@iowa.gov)