



The Department of Personnel Services, Employment Services Division announces the exam for:

Administrative Services Officer III

Exam # 27605-A

Approximate Monthly Salary: \$8,640.84 - \$9,526.50

**There is an additional 3.35% Management Differential which is added to the posted salary for this class*

DESCRIPTION

The Administrative Services Officer III reports to the department head or designee, or to a higher level administrative class. Incumbents are subject to general direction, and perform duties and represent the department independently within all areas of responsibility. Duties are usually performed in the department's central administrative office, but, in the largest, most complex departments may be performed in a division or other organizational sub-unit.

The Administrative Services Officer III supervises the central administrative section, including one or more administrative positions, plus technical and clerical support personnel. Emphasis of duties is on the full range of administrative activities including researching, preparing, presenting, and monitoring the department budget and other fiscal matters; participating in a staff capacity in management of the department; and, supervising and providing the full range of administrative support services including policies, procedures, budgets, contracts, facilities, systems, collections, grants, equipment, supplies, personnel and special projects.

MINIMUM QUALIFICATIONS

Either: 1. Two years of experience in Sacramento County service in the class of Administrative Services Officer II and/or Associate Administrative Analyst.

Or: 2. Two years of administrative experience at the advanced journey level or higher; such experience (1) must be comparable to and equivalent to the duties of Administrative Services Officer II as described in the Distinguishing Characteristics and Examples of Duties for that class; and (2) must include duties in departmental budget preparation and control; research, development and implementation of policies, programs, organization and work procedures; office management in such areas as equipment, supplies, personnel, and contracts; written and oral presentations; and directing the work of clerical, technical, or administrative personnel.

Please refer to job announcement for cut-off dates.

(Final cut-off is at 5:00 PM on August 16, 2019)

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.