



DEPARTMENT OF HEALTH SERVICES
PRIMARY HEALTH DIVISION

SECRETARY

\$42,302.88 – \$51,406.56 annually plus excellent benefits
Full-Time Employment Opportunity

HOURS: 8:00 AM – 5:00 PM, Monday – Friday

LOCATION: 7001A East Parkway, Sacramento, CA 95823

*Are you looking for an opportunity that allows you to highlight the complexity of your progressive secretarial experience? If so, the position of **Secretary** in the Primary Health Division might be for you.*

The Primary Health Division Secretary provides a full range of complex and often confidential secretarial and administrative assistance to the division's Deputy Director. **The ideal candidate should possess the ability to demonstrate the following skills:**

- **Maintain excellent attention to detail**
- **Work with constant and changing priorities**
- **Excellent written and verbal communication**
- **Strong problem solving skills**
- **Exercise independent judgement**
- **Work well in a team environment**

Primary Health is made up of a broad range of programs and functions including the following:

- CORRECTIONAL HEALTH SERVICES (ADULT AND JUVENILE) – Provides health care services at the Main Jail, Rio Cosumnes Correctional Center (Adult) and the Youth Detention Facility (Juvenile).
- EMERGENCY MEDICAL SERVICES (EMS) – Provides regulatory oversight, personnel certification, and medical/health operational area coordination.
- PHARMACY SERVICES AND SUPPORTS – Provides pharmacy services and support for Department of Health Services programs.
- WOMEN, INFANTS & CHILDREN (WIC) – Provides electronic benefits for the purchase of nutritious food, nutrition education, and breastfeeding support services at five locations throughout Sacramento.

If you are interested in applying for the position of Secretary, completely review the official job announcement (including minimum qualifications) and submit an online application via the County's website at <http://www.saccountyjobs.net>. The filing dates associated with is recruitment are 5:00 p.m. on April 23, 2021 or May 7, 2021. You only need to apply for one of the aforementioned dates.

If you would like additional information about the Secretary position within Primary Health, contact Zoe Clauson via email (ClausonZ@saccounty.net).