

REGIONAL CENTER OF THE EAST BAY

JOB DESCRIPTION

POSITION TITLE: Secretary – Bilingual in Spanish

SALARY RANGE: \$1,599.98 - \$2,115.22 Bi-weekly
\$41,599.48 - \$54,995.72 Annual

REPORTS TO: Support Services Supervisor

LOCATION: San Leandro

SPECIFIC DUTIES:

1. Typing various reports.
2. Compose letters from written instruction.
3. Handle mail.
4. Filing.
5. Operate routine office machines.
6. Perform other clerical duties as assigned.

QUALIFICATIONS:

- A. High School graduation or GED equivalent.
- B. 1 plus years office experience.
- C. Typing skills (40 wpm).
- D. Computer knowledgeable.
- E. Must be fluent in Spanish (read, write, and speak).