

Career Route for District Secretary's Office

District Secretary (Qualifications and Compensation determined by Board)



Assistant District Secretary (G8)

Education – Equivalent to a Bachelor's degree Experience – 6 years of relevant experience and 2 years of supervisory or lead experience



Administrative Specialist (G6)

Education – Equivalent to a Bachelor's degree Experience – 5 years of relevant experience including 3 years at a Brown Act public agency



Senior Admin. Assistant (G3) Education – 12th Grade (or equivalent) Experience – 5 years of clerical/administrative experience



Executive Assistant (G4) Education – Associate's Degree (or equivalent)

Experience – 6 years of administrative experience for an executive



Administrative Coordinator (G4)

Education – Associate's Degree (or equivalent) Experience – 6 years of clerical/administrative experience