



## Position Announcement

# Staff Services Manager II (Supervisory)

**Will consider Legal Office Administrator II and an out-of-class assignment**

*"This is a great opportunity for someone who desires a challenging and rewarding career in an invigorating public law office." - Christine Greene, Statewide Manager, Legal Support Operations*

### About the California Department of Justice

The Attorney General is the state's chief law officer, responsible for ensuring that state laws are uniformly and adequately enforced. The Department includes over 5,000 employees who are engaged in a variety of law enforcement and legal services. The Legal Support Operations Program assists the Department by providing a broad array of administrative services. For more information about our office, please visit [www.ag.ca.gov](http://www.ag.ca.gov).

### About the position

As the Office Manager for Sacramento and Fresno, you will be responsible for day-to-day operations, including planning and directing the work of approximately 165 legal secretarial, administrative and analytical staff to support 370 attorneys and paralegals. In addition, you will coordinate facilities, contracts, budget, and human resources. Salary to \$81,000 per year, depending on qualifications, plus full benefits. For examples of desirable qualifications, please visit <http://ag.ca.gov/careers/vacancy.php>.

### Apply now

To apply, you must have state civil service eligibility. To take the Staff Services Manager II exam go to <https://exams.spb.ca.gov/exams/ssm2>. To apply for this position, submit a resume, [state application](#), and a one-page statement of qualifications to [Chris.Greene@doj.ca.gov](mailto:Chris.Greene@doj.ca.gov) by **July 20, 2010**.



An equal opportunity employer for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. Applications will be screened and only the most qualified may be interviewed. Hire contingent upon fingerprint check.