



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE: Final Filing Date: April 12, 2019	PUBLIC WORKS (Bridgeport) Office Assistant Fiscal & Technical Specialist I Bridgeport, California	SALARY Office Asst./\$12.97-\$15.77/hourly FTS I/\$17.45-\$21.21/hourly 40 Hrs. per week
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The County of Mono is accepting applications for an individual to join our Public Works Administration team in Bridgeport. The position will be filled as either an Office Assistant, or a Fiscal and Technical Specialist, depending on experience and qualifications.

Definition: Under supervision to perform a variety of administrative functions for the Public Works Department: professional phone and receptionist duties, scheduling of facilities and motor pool assets, data entry, file management, and other functions as needed.

Example of Duties: Providing information to constituents and routing inquiries to various Public Works Divisions; maintaining and inputting a variety of financial, statistical, employee data and other specialized records; processing Departmental mail; processing applications for use of County facilities, checking out County vehicles to staff; utilizing office equipment, computers, and computer software.

Knowledge and abilities:

Knowledge of:

- Professional phone and reception etiquette.
- Microsoft Office products: Word, Excel, Access, and Outlook.
- Internet browsers and search engines.
- Phone etiquette, office equipment, postage equipment
- Filing of both physical and digital files
- Writing correspondence
- Basic mathematics

Ability and willingness to (partial list):

- Learn Cost Accounting software and Procedures
- Perform customer service skills; problem solving, confidentiality
- Multi-task and work under pressure while maintaining focus and attention to detail
- Verbally express ideas, concepts and directions clearly and concisely
- Perform professional phone and reception etiquette
- Express written thoughts logically and professionally
- Determine logical and appropriate location for filing and archiving documents
- Update and maintain accurate records

Typical Working Conditions and Physical Requirements: Work is performed in an office and community environment; there is frequent contact with staff and the public. This position requires sitting for extended periods of time, frequently standing, walking, kneeling, crouching, and some lifting. Normal manual dexterity and hand eye coordination, corrected hearing and vision to normal range, good verbal communication skills, and the ability to operate office equipment such as computer, telephones, calculators, copiers, fax machines, radios, and other electronic devices.

Minimum Qualifications: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. The ideal candidate will possess a knowledge of Microsoft Office products, be well organized, with good communications skills.

Application Process: For a complete job description and application, contact Mono County Human Resources by phone or email below, or visit the County's Human Resources Employment Opportunities website at www.monocounty.ca.gov. E-mailed or faxed applications will be accepted.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES

P.O. Box 696 ~ Bridgeport, California 93517
 (760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov ~ email: hr@mono.ca.gov
 Mono County is an Equal Opportunity Employer