



CPS HR CONSULTING
invites applications for the position of:

Account Clerk I (Fiscal Technical Specialist I) Bridgeport/Walker

SALARY:	\$17.45 - \$21.21 Hourly
DEPARTMENT:	Mono County Department of Social Services
OPENING DATE:	01/10/20
CLOSING DATE:	01/31/20 11:59 PM
TENTATIVE WRITTEN EXAM DATE:	02/22/2020

POSITION INFORMATION:

Performs a variety of general or specialized clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; obtains and compares information related to department records, programs, and services; and performs related work as required.

Working under close supervision, Account Clerk I is the entry level in the Account Clerk series. Employees in this class receive in-service training, and are given detailed instructions in the performance of routine accounting, statistical and case recordkeeping tasks, and perform tasks that are more structured and repetitive than those assigned at level II. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to the Account Clerk II level after one year of satisfactory performance at the trainee level.

MINIMUM QUALIFICATIONS:

Six (6) months of full-time clerical experience in an office environment that included some application of mathematical skills in the performance of duties;

OR

Equivalent to fifteen (15) semester units or twenty-two and one-half (22.5) quarter units that included coursework in basic financial and statistical recordkeeping practices and procedures; mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages; or computer applications and spreadsheet software.

Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience; seven (7) semester units or eleven (11) quarter units equals six months of experience.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

SUPPLEMENTAL INFORMATION:

ADDITIONAL INFORMATION

- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Applicants for positions within the Department of Social Services are subject to a criminal history background check.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

VETERAN'S PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please submit a copy of your DD-214 form. Applicants must email a copy of the DD-214 form to CalHR at mssprogram@calhr.ca.gov by the application deadline listed on the job bulletin.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CalHR at mssprogram@calhr.ca.gov or 916-323-2785 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

ABOUT MONO COUNTY

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California's Sierra Nevada mountain range. The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento. Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #MSS01199

<https://www.governmentjobs.com/careers/mss>

ACCOUNT CLERK I (FISCAL TECHNICAL SPECIALIST I)

CalHR Attn: MSS Program

1515 S Street, Suite 500, North Building

Sacramento, CA 95811 (916) 323-2360

mssprogram@calhr.ca.gov
