



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

OFFICE ASSISTANT II
Application Deadline: February 8, 2010

DEPARTMENT: District Attorney
LOCATION: Countywide
SALARY: Range 46 \$2358 2485 \$2601 \$2739 \$2877**

****BENEFITS:** CalPERS Retirement System (2% at 55) – employee contribution of 7% paid by Inyo County (EPMC reported as wages). Medical Plan – employee responsibility for employee and dependent monthly premium is 1% of base salary on PERS Choice plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DISTINGUISHING CHARACTERISTICS: This position is performed under general supervision and within a framework of established procedures. Incumbent is expected to perform a wide variety of typing and general clerical duties with occasional instruction or assistance. This classification is considered a journey-level position.

ESSENTIAL JOB DUTIES: Completes or types reports, legal documents, case records, bills, vouchers, requisitions, lists, schedules, orders, notices, and statistical and financial data; types letters from rough drafts, marginal notes, or verbal instructions; gives out information personally over the counter, the telephone, or by letter; receives, routes, and places calls and directs clients; identifies appropriate health services available to client based on financial eligibility and client needs, generates the appropriate forms for the client to assure services and obtain consent; books, pages, indexes and compares official copies of documents; receives, distributes, and dispatches mail; tabulates and checks columns of figures including simple statistical or accounting data; simple statistical reports; receives money in payment of bills and fees, and keeps records of collections; maintains files, listings, and records in connection with departmental business and client follow-up; checks and alphabetizes records; arranges material for typing; proofreads copy; assists in preparing and checking payrolls and various accounting records; operates office equipment, including personal computer, typewriter, adding machine, and photocopy machine.

EMPLOYMENT STANDARDS

Experience: A high school graduate or equivalent with one year experience as Office Assistant I or comparable class; OR two years of increasingly responsible general clerical experience in an office setting.

Knowledge of: Correct English usage, spelling, grammar, and punctuation; applicable regulations, terminology, and departmental procedures; office machines and equipment.

Ability to: Perform routine clerical work, including ability to spell correctly, to use good English and to make simple arithmetical calculations; operate standard office equipment; work cooperatively with those contacted in the course of work. Must have ability to sit for prolonged periods of time, stand, walk, twist, lift and carry up to 25 pounds; climb and descend stairs; reach above shoulder level and retrieve books from shelves.

Special requirements: Must possess a valid operator's license issued by the California Department of Motor Vehicles; must successfully complete pre-employment background check and physical examination.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **February 8, 2010** (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Positions are assigned to a work site based upon the needs of the County. The Department Head may temporarily or permanently reassign positions to another work site as deemed necessary.