

CPS HR CONSULTING
invites applications for the position of:



Office Clerk II (MSS Class Title: Office Assistant II) - Spanish Bilingual

SALARY:	\$2,860.00 - \$3,478.00 Monthly
DEPARTMENT:	Inyo County Health and Human Services
OPENING DATE:	02/11/19
CLOSING DATE:	02/25/19 11:59 PM
TENTATIVE WRITTEN EXAM DATE:	03/16/2019

TENTATIVE BILINGUAL ORAL EXAM DATE: 04/06/2019

POSITION INFORMATION:

The Office Clerk II performs a variety of general or specialized clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services; may perform the initial applicant screening as an incidental function and initiate cases through the department's automated system; and performs related work as required.

Working under general supervision, Office Clerk II is the journey level in the Office Clerk series. Employees at this level are expected to be fully qualified and able to perform difficult and responsible office support work within the framework of established work methods and procedures and to use independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations, referring non-procedural questions to the supervisor. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Office Clerk I, or if filled from the outside, require prior related experience.

TYPICAL DUTIES, EMPLOYMENT STANDARDS:

- Ability to speak, read and write Spanish.
- Responds to inquiries regarding departmental functions, services, policies, and procedures.
- Obtains information from customers, visitors, or callers to determine appropriate resource, action, document, or staff referral to meet their needs.
- Explains the proper use of forms and documents.
- Prepares items for mailing and sorts and distributes incoming mail according to established guidelines and procedures.
- Operates multi-line telephone system including answering calls, transferring calls, and taking messages.
- Quickly and accurately enter and retrieve data using an automated system
- Schedules customer appointments and maintains schedules for technical or professional staff.
- Composes correspondence, reports, memos, and other documents.
- Reviews and processes forms/documents in accordance with established guidelines and procedures.
- Monitors and updates manual or electronic files.
- Operates a variety of standard office equipment.
- Compiles information to respond to questions or address issues.
- Reviews submitted forms or applications to verify accuracy and completeness.
- Operates automated systems, or other department-specific computer systems.

- Maintains accurate department and customer records.
- Performs initial screening of applications for departmental services.
- Interact with individuals from various educational, socioeconomic, and ethnic backgrounds.
- Work cooperatively as part of a team.
- Identify and correct inaccurate or inconsistent information.
- Listen attentively and understand oral information provided.
- Prioritize, plan, and organize one's own work.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

One (1) year of full-time experience performing clerical duties in an office environment.

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 will 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.
- Current and future vacancies will be filled contingent upon continued funding; should funding cease, the position will be eliminated.
- Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.
- 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.
- This position requires the ability to speak, read and write Spanish in addition to English. Candidates who have not passed the exam previously must take and pass the Merit System Services Spanish proficiency examination prior to appointment.

VETERAN'S PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please attach a copy of your DD-214 form to your application.

EXAMINATION INFORMATION

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

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 CPS HR Consulting at mss@cpsshr.us or 916-471-3507 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 INYO COUNTY

Self-proclaimed as the Adventure Capital of the World, Inyo County offers natural and extreme geographic diversity. From Mount Whitney, the highest peak in the 48 contiguous US states to the

lowest elevation in North America at Badwater Basin in Death Valley National Park, Inyo County has the greatest elevation difference of any of the California counties. The County is also home to the oldest life forms in the world with the Great Basin bristlecone pines, and notably the oldest living tree on Earth. Inyo County is the second largest in area in California, and the Death Valley area comprises half of the County. With these extremes of nature, as you would expect, there are abundant activities, including world class alpine climbing, backcountry skiing, hang gliding, and mountain biking. There is a wealth of beauty to be found in the peaceful desert, mountain streams, granite peaks, wildflower covered meadows, and the historic John Muir Wilderness. The rich natural history and breathtaking scenery make Inyo County a favorite location for visitors and residents alike.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/cpshr>

OFFICE CLERK II (MSS CLASS TITLE: OFFICE ASSISTANT II)
- SPANISH BILINGUAL

Position #MSS00501

SS

2450 Del Paso Road
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(916) 471-3507

recruitmentsolutions@cpshr.us

Office Clerk II (MSS Class Title: Office Assistant II) - Spanish Bilingual Supplemental Questionnaire

*** 1. ***PLEASE READ THIS QUESTION CAREFULLY*****

This recruitment is only open to applicants who are fluent in Spanish (speak, read, and write). Answering **NO** to this question means you are not qualified to continue in the recruitment process. If your answer is **NO**, please do not submit this application.

Are you fluent in Spanish (speak, read, and write)?

Yes

No

* Required Question

