



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

OFFICE TECHNICIAN I/II/III
Application Deadline: April 2, 2019

DEPARTMENT: Information Services
LOCATION: Countywide
SALARY: Office Technician I: Range 55 \$3213 \$3367 \$3538 \$3718 \$3907**
Office Technician II: Range 59 \$3526 \$3700 \$3888 \$4081 \$4285**
Office Technician III: Range 63 \$3867 \$4063 \$4272 \$4482 \$4705**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 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

Office Technician I is the entry level into this administrative, technical, and fiscally oriented job series. The Office Technician I requires at least journey level (i.e., Office Clerk III level proficiencies) administrative, accounting and technical support knowledge and skills while learning the specific regulations and guidelines of an assigned program(s), division, or department within the County organization. Positions assigned to this job class require attention to detail, excellent organizational skills, and a high degree of accuracy and timeliness. Duties assigned to the Office Technician I position emphasize the performance of responsible administrative, accounting and fiscal and/or customer support service functions. Specific duties, including the amount of public contact, typing, word processing, use of an online computer system, adherence to applicable rules, processes, policies, and regulations, and direct support for functions of the unit will vary with the organizational unit to which assigned.

Office Technician II is the fully qualified, journey level class in this series. Incumbents are expected to perform the full range of duties under general supervision. An Office Technician II is expected to perform assigned duties with only occasional instructions or assistance. Positions in this job class must possess para-professional knowledge of standard and accepted accounting processes and procedures as well as the fiscal recordkeeping and reporting requirements applicable to government agencies. Positions assigned to this classification work independently according to established policies as well as legal requirements and guidelines. Positions in this job class may participate in the establishment and implementation of administrative systems and processes related to assigned services.

Office Technician III is the specialized and advanced journey level class in this series. Incumbents are highly skilled and qualified to perform the more responsible and complex administrative, accounting/fiscal activities within the County organization and also must possess knowledge and expertise in a significant and specialized program/operation and its fiscal/budgetary administration. Positions allocated to this job class may provide lead supervision to assigned staff and/or train other staff members in the specialized programmatic/operational accounting methods and techniques utilized by this position.

The Office Technician III job class is reserved for positions assigned to perform specialized, technical and highly complex administrative, fiscal and/or technical support functions for County programs/operations. Positions allocated to this specialized advanced journey classification must also serve as the primary resource regarding the assigned and specialized fiscal recordkeeping and reporting systems being supported.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Sets up and maintains complex financial, statistical, or payroll records such as journals, general and subsidiary ledgers, tax

billing and assessment rolls, payroll records and documentation, and similar accounting records and procedures.

Performs a variety of complex technical and specialized accounting, financial, and other transactions such as preparing journal entries, calculating budget projections, and completing fiscal reports to support assigned department, division, and/or program area(s).

Prepares, updates, and maintains computerized financial spreadsheets on a personal computer for ledgers, trusts, and statistical recordkeeping purposes; may prepare, update, and maintain computerized financial spreadsheets for specialized purposes such as banking, investments and property tax records; prepares and completes periodic and requested reports from spreadsheets summarizing a variety of information and financial records.

Maintains an accurate accounting of assigned department's, division's, and/or program's expenditures; verifies and computes accuracy of charges, collections, special assessments and refunds; classifies receipts and expenditures and records them to the appropriate accounts, funds, trusts, etc.; reconciles ledgers and accounts.

Balances financial information system controls; balances and posts cash receipts, payments and registers; and balances various other statistical and financial transactions with source documents and controls.

Audits claims, invoices, and associated county department documents to ensure accuracy; ensures accounts are maintained per appropriate laws, rules, regulations, policies, procedures and bargaining unit agreements

Assists in the processing, auditing, inputting, and balancing of County payroll and prepares related reports and deposits to appropriate accounts.

Receives, compiles, verifies, and inputs a variety of data/documentation into appropriate spreadsheets, databases, and information systems; reconfigures data for reporting and statistical purposes.

Receives and processes documents from the public, other agencies, and other County departments relative to and in accordance with protocols of assigned program/operation, division, or department.

Interfaces with and monitors contracts with County departments/vendors as assigned.

Sets up and maintains journals, ledgers, controls and related documents; prepares periodic and special reports for the county as well as various state and federal agencies.

Requests and/or prepares warrants for payments; calculates discounts or additional fees as necessary; verifies accuracy and timeliness of warrants; maintains accurate records and documentation of payments.

Receives and receipts monies for payments; counts and verifies accuracy of accompanying records; prepares deposits; posts to ledger or subsidiary journal and balances accounts.

Applies bond payments per instructions; investigates and secures payment of delinquencies as appropriate and as assigned.

Acts as resource and information source regarding assigned functions and responsibilities; may train other clerical/technical staff in assigned functions.

Performs a variety of clerical and specialized duties in support of assigned work unit as necessary and upon request; performs related duties as assigned.

Office Technician III (In addition to those duties as previously outlined):

Establishes, implements, and maintains a significant, complex and specialized accounting/payroll system(s) for assigned programmatic/operations within the County; establishes and maintains manual and computerized recordkeeping, fiscal analyses, monitoring, and reporting systems and worksheets.

Develops, implements, and oversees procedures, work processes, and tracking/documentation systems to support assigned accounting/fiscal/payroll administrative responsibilities; designs appropriate worksheets, computerized and hard copy filing systems, verification and double-checking tools and mechanisms, and other processes.

Provides responsible lead supervision to assigned staff on an on-going or project by project basis; oversees and monitors work, provides and/or coordinates training opportunities, assigns workload and responsibilities; may supervise additional staff in the absence of supervisor/manager.

Audits a variety of records, timesheets, journals, spreadsheets, worksheets, timecards, memoranda of understanding, and/or other forms of documentation for completeness and compliance with pertinent laws, regulations, and guidelines; provides feedback and recommendations regarding needed modifications and/or procedural changes; may report discrepancies, issues, and/or concerns to management and/or pertinent funding agencies as appropriate.

Receives and performs detailed examination of documents to determine recordability, research state codes and procedural manuals; provide assistance and information to title companies, attorneys, and the public regarding recording laws and department policies; process applicable fees and transfer taxes; scan recorded documents and vital records.

Maintains ownership records and processes changes for businesses, mobile homes, and possessory interests; maintains records of mobile home parks and placement permits; processes and sends notifications for supplemental assessments.

CURRENT VACANCY: The Information Services Office Technician should have a strong understanding of bookkeeping processes. Additional technical & computer knowledge is desired. This individual is responsible for a complex billing process for telephones, cell phones, copier services and Internal Service Fund billing on a monthly basis and is involved in annual departmental budget planning. They process payroll for the department, and coordinate the purchase, payment and delivery of information technology equipment and services countywide. They manage shipping, receiving, internal County courier mail and external postal mail for the County. Other duties include coordinating travel arrangements for department employees, scheduling resources, and providing first line, technical user support for telephones, cell phones, copiers, printers and various other systems.

EMPLOYMENT STANDARDS:

Education/Experience:

Office Technician I - High school graduate or equivalent with one year of experience performing the duties of an Office Clerk III with Inyo County; OR three years of increasingly responsible experience in financial or statistical record keeping.

Knowledge of:

- Standard and accepted principles and procedures of bookkeeping, accounting and financial operations.
- The application and operation of common word processing and spreadsheet software used on personal computers.
- Standard and accepted office procedures, practices, systems and equipment as applied to accounting and financial recordkeeping operations.
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Standard and accepted record keeping systems and filing processes of assigned work unit.
- Standard and accepted statistical and mathematical calculations.
- Personal computer and office equipment necessary for successful job performance.
- Business letter and report writing.
- Standard and accepted administrative practices in governmental agencies.

Skill to:

- Mentally analyze assignments received, differentiate between two or three sets of information, identify and interpret general department information, know, observe, problem solve, remember, understand, explain, and count.
- Learn, interpret, and apply relevant laws, codes, guidelines, and regulations affecting accounting and assigned areas of responsibility in the County of Inyo.
- Understand and carry out both oral and written directions in an independent manner.
- Learn the organization and operations of the County, assigned work unit, and of outside agencies as necessary to assume assigned responsibilities.
- Organize duties and determine priorities in order to meet assigned deadlines for self and others.
- Interpret, explain and apply operating policies, rules and procedures related to assigned functions.
- Apply standard governmental accounting principles and practices to the maintenance of assigned accounting, budgetary, and/or payroll transactions.
- Establish and maintain a variety of complex financial records, filing systems, databases, and spreadsheets in an accurate and complete manner.
- Perform mathematical calculations including addition, subtraction, multiplication, division, and basic statistics in an accurate and timely manner.
- Compile and maintain extensive records and files.
- Word process/type at a speed necessary for successful job performance.
- Operate and utilize a variety of office equipment including computer hardware and software as assigned.
- Analyze situations carefully and adopt effective courses of action.
- Recognize issues of a confidential nature and handle appropriately.

- Plan, organize and schedule priorities for self and others in an effective and timely manner.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly, concisely, and tactfully in both oral and written forms.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Office Technician II: High school graduate or equivalent with one year performing the duties of an Office Technician I with Inyo County; OR four years of increasingly responsible experience in financial recordkeeping and analytical work experience.

In addition to the requirements for Office Technician I:

Knowledge of: Relevant laws, codes, guidelines, and regulations affecting assigned areas of responsibility in the County of Inyo.

Skill to: Understand and carry out both oral and written directions in an independent manner; Understand the organization and operations of the County, assigned work unit, and of outside agencies as necessary to assume assigned responsibilities.

Office Technician III: High school graduate or equivalent with five years of responsible financial record keeping and analytical work experience with a strong accounting background. Prior supervisory experience and experience with a governmental entity are preferred.

In addition to the qualifications for Office Technician II:

Knowledge of: Basic supervisory skills to train, motivate, assign, monitor, and evaluate the work of assigned staff; designated and specialized program and/or on-going administrative/operational function and applicable laws, guidelines, and regulations as it pertains to assigned areas of responsibility in the County of Inyo.

Skill to: Conduct the most complex and difficult administrative, accounting/fiscal recordkeeping and reporting activities and administrative processes for a specialized and significant program or operations; plan, organize and schedule priorities for self and others in an effective and timely manner; perform work with minimal supervision.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Typical Physical Requirements: Sitting for extended periods of time daily; standing and walking short distances. Twisting, bending and, stooping, and lifting and carrying up to 30 pounds. Frequent climbing and descending stairs. Normal manual dexterity and eye-hand coordination required. Repeated hand-wrist movement required. Corrected vision to normal range; normal hearing and talking is required for verbal communications. Ability to use a variety of office equipment and machines as referenced. Good memory and recall is necessary for the accurate and timely transfer of data/information.

Typical Working Conditions: Most assigned work is normally performed in an office environment. Continuous contact with County staff, management, general public, and outside organizations/agencies.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles; must successfully complete pre-employment background investigation.

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

APPLICATION: Applications **must be received** at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **April 2, 2019 (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.

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

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) 878-0377 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.