



IN ASSOCIATION WITH

CPS HR  CONSULTING

CPS HR CONSULTING
invites applications for the position of:

Office Technician I/II (MSS Class Title Accounting Technician)

SALARY: \$3,227.00 - \$4,371.00 Monthly
DEPARTMENT: Inyo County Health and Human Services
OPENING DATE: 01/13/20
CLOSING DATE: 01/27/20 11:59 PM
**TENTATIVE
WRITTEN EXAM
DATE:** 02/15/2020

**TENTATIVE
ORAL EXAM
DATE - WEEK OF:** 03/02/2020

POSITION INFORMATION:

Under limited supervision, the Accounting Technician performs the more difficult and technical sub-professional accounting work required in the maintenance of fiscal and statistical records; prepares and assists in the preparation of financial statements, documents, analysis, and reports; maintains accounting records, reports, and manual or computer based accounting systems; and performs related work as required.

The Accounting Technician is a single level specialized class with responsibility for maintaining a variety of complex departmental fiscal records, computer based accounting systems, or broad accounting functions. The Accounting Technician differs from the Account Clerk III in that the former requires sustained use of a high degree of independent judgment and interpretive ability. The Accounting Technician differs from the higher class of Accountant I in that the latter is the entry level into the professional accountant series, performing professional accounting work.

MINIMUM QUALIFICATIONS:

One (1) year as an Account Clerk III in an Interagency Merit System (IMS) County;

OR

Two (2) years as an Account Clerk II in an Interagency Merit System (IMS) County;

OR

Three (3) years of full time experience in the maintenance and review of fiscal, financial, accounting or statistical records; 12 semester units or 18 quarter units in accounting, business math, bookkeeping or a closely related field may be substituted for one year of the experience in this pattern;

OR

An Associates of Arts degree in Accounting and six months of full time experience in the maintenance and review of fiscal, financial, accounting or statistical records.

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. Applicable 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 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 for religious reasons. If you require such arrangements, please contact CPS HR Consulting at? recruitmentsolutions@cpsshr.us?or 916-471-3507 a minimum of five business days prior to the scheduled examination date. Documentation may be required.

Link to full document: <https://cpsshr.sharepoint.com/:w:/r/sites/MSS1/Recruitment%20and%20Selection/Exams/Accommodation/Guidelines%20for%20Testing%20Accommodations.docx?d=w36e1980981e2442f973b81fc6851146d&csf=1&e=4a5Pqx>

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.

Office Technician I/II (MSS Class Title Accounting Technician) Supplemental Questionnaire

1. Some patterns of the minimum qualifications for Accounting Technician allow for substitution of formal education in basic accounting or bookkeeping, for the experience requirement on a year-for-year basis.

APPLICANTS WISHING TO USE THEIR EDUCATION TO QUALIFY MUST SUBMIT THIS CLASS COURSE LISTING. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED ABOVE. (College transcripts **MAY NOT** be substituted for this form.)

List the following for **EACH COLLEGE COURSE**:

1. Subject
2. Course #
3. Course Title
4. Total # Units
5. Units of Measure (Semester or Quarter)
6. Name of College

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency with the application. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must attach all pertinent documents before submitting the application.