



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE: First Filing Date: 12/21/2018	COMMUNITY DEVELOPMENT Fiscal & Technical Specialist II/III/IV Part-Time, Temporary Mammoth Lakes, California	SALARY II: \$19.26 – \$23.41 III: \$21.26 - \$25.84 IV: \$23.47 - \$28.52 40 Hrs. per week
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The County of Mono is accepting applications for a part-time, temporary Fiscal and Technical Specialist II/III/IV position now open in the Community Development Department. This recruitment is to fill a vacancy for an approximately three- to six-month period, with the potential for extension. This position is based in Mammoth Lakes and assists in roll processing, paying vendors, reviewing credit card transactions, cash receipting and other accounting work as it relates to the Department of Finance. For the successful candidate, training will be provided.

Definition: Under supervision, performs a variety of office support for the Finance Department: professional phone and receptionist duties, scheduling, data entry, file management, bid process support, and other staff support function.

Example of Duties (not limited to): Keep a variety of financial, statistical, employee data, and other specialized records; process mail; operate office equipment, personal computer, spreadsheets, Excel, and Word software. assist with the daily operations of the Finance Office.

Knowledge and abilities:

Knowledge of:

- Professional phone and reception etiquette
- Microsoft Word, Excel, Access, Outlook, Windows Explorer; accessing intranet site; internet search engines; online ordering
- Operations of phone, office equipment & postage equipment; filing systems; handling, archiving, and storing digital files
- Document Development & Processing: Compose correspondence using correct English usage, spelling, grammar, punctuation
- Organizational skills & mathematics

Ability and willingness to (partial list):

- Learn Cost Accounting software and Procedures
- Perform customer service skills; problem solving, confidentiality
- Multi-task and work well under pressure while maintaining focus and attention to detail
- Verbally express ideas, concepts and directions clearly and concisely; professional phone and reception etiquette
- Express written thoughts logically and professionally
- Determine logical and appropriate location for filing and archiving documents
- Update and maintain accurate records

Typical Working Conditions and Physical Requirements: Work is performed in an office and community environment; there is frequent contact with staff and the public. This position requires sitting for extended periods of time, frequently standing, walking, kneeling, crouching, and some lifting. Normal manual dexterity and hand eye coordination, corrected hearing and vision to normal range, good verbal communication skills, and the ability to operate office equipment such as computer, telephones, calculators, copiers, fax machines, radios, and other electronic devices.

Minimum Qualifications: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: One (1) year of work experience in performing financial, statistical or document processing at a level comparable to Fiscal and Technical Specialist I with Mono County. The ideal candidate will possess a good functional knowledge of Microsoft-based products and be highly organized.

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website: www.monocounty.ca.gov . E-mailed or faxed applications will be accepted.

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES

P.O. Box 696 ~ Bridgeport, California 93517
 (760) 932-5412 ~ (760) 932-5411 (FAX) ~ www.monocounty.ca.gov hr@mono.ca.gov EOE