

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

BENEFITS: *Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

BEHAVIORIAL HEALTH BILINGUAL/ FISCAL AND TECHNICAL SPECIALIST I/II

FINAL FILING DATE:

Open Until Filled
First Application Review 12/02/2019

SALARY:
I: \$17.45 - \$21.21/Hourly
II: \$19.26 - \$23.41/Hourly

Equal Employment Opportunity Employer

QUALIFICATIONS

Under general supervision, to perform a variety of special account, statistical, document processing, and technical record keeping and support work for the Behavioral Health Department; to review fiscal records, or specialized documents and information, assisting the public and/or other County staff with the accuracy and completeness of the information; to assist others with the understanding of department/work unit procedures and requirements; to perform a variety of technical and office support work; and to do related work as required.

Examples of Duties: Performs a variety of fiscal support and record keeping work, developing and maintain financial records; provides specialized assistance to County staff and public ; updates and maintains records and information in computerized systems and databases; maintains a variety of specialized records updating information to keep records current and accurate. In addition, typical duties include:

- Follows oral and written directions; demonstrates good language and communication skills;
- Chart filing, utilizing different programs; files, copies, and assembles reports and documents as required;

Assist with maintaining front office, assisting individuals at the front counter, answering phones, maintaining office machines, etc. as well as schedule consumer appointments by telephone and face-to-face.

Provides accurate information to the public, other agencies and staff members in a prompt, courteous and tactful manner;

- Establishes and maintains cooperative working relationships with department staff and others;
- Be responsible for receipting monies and taking payments from consumers;
- Interprets and applies policies and procedures of the Department and work unit where assigned;
- Ability to utilize automated data processing systems (excel and word) and county specific systems for creating white claims that will pay invoices and contractors

Desirable: Use both Spanish and English effectively to communicate in person, over the telephone

QUALIFICATIONS

Knowledge and Ability Requirements:

- Financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance related to the department and work unit where assigned.
- Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the Department and work unit where assigned.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work; i.e. Microsoft applications.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

Ability to:

- Perform a variety of specialized financial, statistical, or document processing and recording work related to the department and work unit where assigned.
- Proficiently use a variety of computerized spreadsheet, word processing data.
- Read, interpret, and apply a variety of rules, regulations, and policies to related to functions and services of the assigned work area.
- Accurately maintain and update a variety of records and information systems.
- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.
- Operate a computer and use department software in the performance of assigned work.
- Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the work area where assigned.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Fiscal & Technical Specialist I: One (1) year of previous work experience in performing office, financial, or statistical support work.

Fiscal & Technical Specialist II: One (1) year of work experience in performing financial, statistical work at a level comparable to Fiscal and Technical Specialist I with Mono County.

Special Requirements:

Valid Driver's License

THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

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