



CALHR
invites applications for the position of:

Fiscal Technical Specialist I (MSS - Account Clerk I)

SALARY:	\$19.44 - \$23.63 Hourly
DEPARTMENT:	Mono County Department of Social Services
OPENING DATE:	04/29/22
CLOSING DATE:	Continuous

POSITION INFORMATION:

Performs a variety of general or specialized clerical accounting activities related to the preparation and maintenance of financial and statistical records in a manual or automated environment; obtains and compares information related to department records, programs, and services; and performs related work as required.

Working under close supervision, Account Clerk I is the entry level in the Account Clerk series. Employees in this class receive in-service training, and are given detailed instructions in the performance of routine accounting, statistical and case recordkeeping tasks, and perform tasks that are more structured and repetitive than those assigned at level II. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to level I due to the nature of the work, employees are expected to promote to the Account Clerk II level after one year of satisfactory performance at the trainee level.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

(For Account Clerk I, duties are performed at the entry level)

- Maintains financial and statistical records; makes arithmetical tabulations; posts financial data by hand or computer to registers, subsidiary ledgers, expenditure and case records; checks data in various documents for accuracy.
- Prepares or assists in preparing statistical and fiscal reports.
- Assists with compilation of budget information including work and time records; gathers and summarizes information from source documents or computerized reports and arranges in an understandable, presentable, or prescribed format.
- Codes, verifies, and files various financial documents.
- Handles money transactions such as collecting and disbursing monies and other negotiable items, including preparing bills, and calculating refunds.
- Checks, balances, and reconciles cash statements and computerized reports.
- Processes or assists with the processing of documents such as invoices, purchase orders, warrants, and other records.

- Writes letters, memos, or documents to correspond with public and private organizations/agencies to obtain or verify information.
- Answers telephone calls to provide, elicit, or verify information or data.
- May operate automated systems to produce letters, reports, summaries, notices, checks, data, spreadsheets, and standardized forms that are required for the maintenance of fiscal and statistical reports.
- Performs other clerical duties such as typing, filing, counter service, copying, etc. on an as needed basis.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

Knowledge of:

- Modern office practices, methods, and procedures.
- Grammar, vocabulary, spelling, punctuation, and composition.
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages.
- Procedures for compiling basic statistics.
- Methods, practices, and procedures of financial and statistical record keeping.
- Basic financial auditing principles and procedures.
- Common word processing, spreadsheet, and database software packages.

Ability to:

- Make arithmetic computations with speed and accuracy. Calculate solutions to math problems including addition, subtraction, division, multiplication, percentages, decimals, and fractions.
- Compare, transcribe, track, and reconcile information between documents, accounts, and ledgers.
- Enter data quickly and accurately into automated system.
- Compare and transcribe numbers and words accurately.
- Locate, identify, and correct inaccurate or incomplete information.
- Read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents, and reports.
- Communicate verbally with individuals from diverse socio-economic and cultural backgrounds.
- Compose reports and correspondence (e.g., letters, memorandums) using appropriate grammar and spelling.
- Compile multiple pieces of information clearly and concisely into an organized and understandable written report/document.
- Perform a variety of financial, statistical, and case recordkeeping assignments.
- Maintain accurate reports and records.

MINIMUM QUALIFICATIONS:

Six (6) months of full-time clerical experience in an office environment that included some application of mathematical skills in the performance of duties;

OR

Equivalent to fifteen (15) semester units or twenty-two and one-half (22.5) quarter units that included coursework in basic financial and statistical recordkeeping practices and procedures; mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages; or computer applications and spreadsheet software.

Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience; seven (7) semester units or eleven (11) quarter units equals six months of experience.

SUPPLEMENTAL INFORMATION:

- The ability to speak, read and write Spanish in addition to English would be helpful in this position.
- A valid driver's license may 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. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Applicants for positions within the Department of Social Services are subject to a criminal history background check.
- 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 submit a copy of your DD-214 form. Applicants must email a copy of the DD-214 form to mssprogram@calhr.ca.gov by the application deadline listed on the job bulletin.

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 CalHR at mssprogram@calhr.ca.gov or 916-323-2785 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 MONO COUNTY

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California's Sierra Nevada mountain range. The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento. Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

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

Position #MSS02659
FISCAL TECHNICAL SPECIALIST I (MSS - ACCOUNT
CLERK I)
MW

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