



CalHR

## Fiscal Technical Specialist I

<b>SALARY</b>	\$19.83 - \$24.11 Hourly	<b>LOCATION</b>	Mammoth Lakes
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	MSS03858
<b>DEPARTMENT</b>	Mono County Department of Social Services	<b>OPENING DATE</b>	09/01/2023
<b>CLOSING DATE</b>	9/30/2023 11:59 PM Pacific		

### 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**

### **EDUCATION & EXPERIENCE EXAMINATION – WEIGHTED 100%**

The Education & Experience examination is based solely upon information provided from the application and supplemental information (e.g., resumes, transcripts). Information provided from the application and supplemental information will be assessed compared to a standard developed in relation to the elements of the. Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this bulletin. Supplemental information will be accepted, but competitors should read this bulletin carefully to determine what kind of information will be useful to those individuals completing the evaluation. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination.

### **ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for the county of Mono. The list will be utilized for 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### RETEST PERIOD

Once you have taken the examination, you may not retest for **SIX (6) MONTHS** from the established eligibility date.

### 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](mailto:mssprogram@calhr.ca.gov) or 916-323-2360 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.

### APPLICATION DOCUMENTS

If you are using education to meet the minimum qualifications, you must attach your transcripts to your application. Applicants with foreign transcripts must provide a transcript evaluation that indicates the number of units to which the foreign coursework is equivalent. Transcripts and evaluations may be unofficial; official transcripts may be required upon appointment. Please redact birthdates and social security numbers.

### GENERAL INFORMATION

MSS reserves the right to revise the examination plan to better meet the needs of the recruitment if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

If you meet the requirements stated in this bulletin, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be added to the eligible list. Meeting the entry requirements does not assure success in the examination or placement on the eligible list.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. As part of the hiring process, a background investigation may be required.

### EQUAL EMPLOYMENT OPPORTUNITY

The Merit System Services program is committed to equal employment opportunity for all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

### ADDITIONAL INFORMATION

- The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.
- 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.

- At the discretion of Mono County Department of Social Services, and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Social Worker II, III or IV level if the appointee meets the minimum requirements.

**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 fax or email a copy of the DD-214 form to CalHR at 916-323-2785 or [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) by the application deadline listed on the job bulletin.

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**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

**Agency**

CalHR

**Department**

Mono County Department of Social Services

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916-323-2360

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