CPS HR CONSULTING
invites applications for the position of:

Office Assistant I - Bridgeport, CA

SALARY:	$2,249.00 - $2,734.00 Monthly
DEPARTMENT:	Mono County Department of Social Services
OPENING DATE:	01/07/19
CLOSING DATE:	01/28/19 11:59 PM
TENTATIVE WRITTEN EXAM DATE:	02/16/2019

POSITION INFORMATION:

Performs a variety of general or specialized clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services; may perform the initial applicant screening as an incidental function and initiate cases through the department's automated system; and performs related work as required**.**

Working under close supervision, Office Assistant I is the entry/trainee level in the Office Assistant series. Employees in this class receive in-service training and are given detailed instructions in the performance of routine clerical duties related to filing, reception, form processing, record maintenance, mail, and typing or data entry and performs tasks that are more structured and repetitive than those assigned to 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 Office Assistant II level after one year of satisfactory performance at the trainee level.

MINIMUM QUALIFICATIONS:

Experience and/or training in an office setting, paid or unpaid, related to filing, reception, processing mail, typing, data entry, answering telephones, assisting the public or other clerical duties.

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

To view additional information about the typical duties, knowledge, skills and abilities for this classification, please visit our website at

https://secure1.cpshr.us/mss_jobs/InfoListings.aspx and search for the classification title.

SUPPLEMENTAL INFORMATION:

ADDITIONAL INFORMATION

- 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.
- 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 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. State 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.
- The Eligible List from this recruitment will be used to fill positions in Bridgeport, CA

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 CPS HR at 916-648-1211 or mss@cpshr.us by the application deadline listed on the job bulletin.

EXAMINATION INFORMATION

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.

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 CPS HR Consulting at mss@cpshr.us or 916-471-3507 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/cpshr

Position #MSS00422
OFFICE ASSISTANT I - BRIDGEPORT, CA
SS

2450 Del Paso Road
Suite 220
Sacramento, CA 95834
(916) 471-3507

recruitmentsolutions@cpshr.us

Office Assistant I - Bridgeport, CA Supplemental Questionnaire

* 1. Please check all the duties you have performed in an office setting. (An office setting does **NOT** include cashiering or customer service in retail, grocery, video, or other type of store or serving or cashiering in a restaurant.)

PLEASE ENSURE THAT THESE DUTIES ARE REFLECTED IN THE EXPERIENCE SECTION OF THE APPLICATION.

If you have not worked in an office setting, check **NOT APPLICABLE.**

- ❑ Typing
- ❑ Data Entry
- ❑ Filing
- ❑ Photocopying
- ❑ Reception
- ❑ Processing mail
- ❑ Not Applicable

* Required Question