



CPS HR CONSULTING
invites applications for the position of:

Office Assistant 1 Bridgeport / Walker

SALARY:	\$12.97 - \$15.77 Hourly
DEPARTMENT:	Mono County Department of Social Services
OPENING DATE:	01/02/20
CLOSING DATE:	01/23/20 11:59 PM
TENTATIVE WRITTEN EXAM DATE:	02/22/2020

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 above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

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. 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:

Position #MSS01181

<https://www.governmentjobs.com/careers/mss>

CalHR Attn: MSS Program

1515 S Street, Suite 500, North Building

Sacramento, CA 95811 (916) 323-2360

mssprogram@calhr.ca.gov

Office Assistant 1 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/Public
- The public
- Performing math
- Completing Forms
- Not Applicable

* Required Question