RECOMMENDED ACTION AND JUSTIFICATION:

Approve the first round of proposed job descriptions which includes the accounting and clerical positions prepared by HDC & Associates, the consultant hired to perform a Classification and Internal Compensation Study, to be effective immediately. Subsequent to the preparation of the job description, staff of each department has had a couple of opportunities to review and comment on the proposed job descriptions applicable to their department. These job descriptions were prepared based on the position description questionnaires (PDQ) employees completed as well as employee interviews that were conducted by the consultant.

The representatives of MCMCO and SEIU were also provided a copy of the job descriptions for their review and comment; no comments were received.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

HDC & Associates were awarded the bid to perform a Classification and Internal Compensation Study in May 2002. Employees were then asked to complete a PDQ relative to their position and employees were subsequently interviewed by the consultant.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

❖ Amend the job descriptions as the Board desires and adopt.

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List Attachments, number pages consecutively

Job Descriptions

CLERK'S USE ONLY:

Res. No. 123 - 456 Ord. No. ______
Vote - Ayes: ______ Noes: ______
Absent: ______
Approved ( )
Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date:

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ____________________________
Deputy

COUNTY ADMINISTRATIVE OFFICER:

✓ Requested Action Recommended

No Opinion

Comments:

Revised Dec. 2002
COUNTY of MARIPosa
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222
BOB PICKARD, CHAIR
GARRY R. PARKER, VICE-CHAIR
LEE STETSON
DOUG BALMAIN
JANET BIBBY
DISTRICT V
DISTRICT IV
DISTRICT I
DISTRICT II
DISTRICT III

MARIPosa COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: PROPOSED JOB DESCRIPTIONS FOR ACCOUNTING AND CLERICAL POSITIONS AS PREPARED BY HDC & ASSOCIATES Resolution No. 03-466

THE BOARD OF SUPERVISORS OF MARIPosa COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 16, 2003

ACTION AND VOTE:

Approve the First Round of Proposed Job Descriptions which Includes the Accounting and Clerical Positions Prepared by HDC & Associates, the Consultant Hired to Perform the Classification and Internal Compensation Study, to be Effective Immediately (County Administrative Officer)

BOARD ACTION: Discussion was held with Rich Inman, County Administrative Officer, and he advised that the compensation is not being discussed at this time.

Marjorie Wass, Treasurer/Tax Collector/County Clerk, encouraged the Board to adopt the findings of the study. She noted that approval of these job descriptions affects the accounting position in her department by creating a accounting I/II flex position, and there would be a cost of about $850 for the remainder of this fiscal year.

Discussion was held. Supervisor Balmain advised that the last line on page 30 of the job classification for the Development Services Technician does not contain a complete sentence (page two of the description was missing from the package); and he recommended that “removes” be used versus “weeds” for taking out-dated material from the collection on page 47 of the job classification for the Library Assistant I/II. Supervisor Bibby noted that there are spacing errors and bold text corrections that need to be made in the text of the descriptions. She also questioned the different requirements and options for the Secretary, Executive Secretary and Legal Secretary descriptions and whether they are consistent. Discussion was held. (M)Parker, (S)Bibby, Res. 03-466 was adopted approving the job descriptions for the accounting and clerical positions with the noted corrections, effective this date; and with the exception of the Executive Secretary and the Legal Secretary positions, with direction for the County Administrative Officer to further review these and bring them back/Ayes: Unanimous.

cc: Sandi Laird, Personnel/Risk Management Technician
Rich Inman, County Administrative Officer
Kathi Boze, Ag. Commissioner/Sealer
Bob Lowrimore, Assessor/Recorder
Ken Hawkins, Auditor
Board of Supervisors
John Davis, Building Department Director
Debbie Walton, Child Support Services Director
Mary Williams, Community Services Director
Jeff Green, County Counsel
Rick Peresan, Technical Services Director
Bob Brown, District Attorney
Gary Hickman, Farm Advisor
Blaine Shultz, Fire Chief
Charles Mosher, Health Officer
Cheryle Rutherford-Kelly, Human Services Director
Jacque Meriam, Librarian
Eric Toll, Planning Director
Gail Neal, Chief Probation Officer
Jim Petropulos, Public Works Director
Jim Allen, Sheriff
Mike Berest, Court Executive Officer
Judie Beliera, Tourism
Marjorie Wass, Treasurer/Tax Collector
File
ACCOUNTANT I / II

DEFINITION
To perform professional accounting and auditing work associated with the financial transactions of County departments, which includes general accounting, budget development, payroll and employee benefits administration; to prepare a variety of complex financial and statistical reports; and to perform related duties and responsibilities as required.

Accountant I is the entry-level classification in the Accountant series. Initially under close supervision, incumbents perform a variety of professional accounting duties while learning County policies and procedures. This classification is flexibly staffed with Accountant II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Accountant II.

Accountant II is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing complex accounting work.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from a department head or management staff.

Exercises lead direction over technical and clerical staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Maintains accurate, complete accounting records; compiles data for and prepares necessary financial and statistical reports as required by the County and other agencies.

Prepares and reconciles comprehensive reports on the County's revenues and expenditures.

Establishes and maintains journals and ledgers with all necessary categories; reviews, adjusts, evaluates and re-examines journals and ledgers until corrected balances are obtained.

Prepares workpapers for various reports for the County and other agencies, as well as for internal auditing purposes.

Prepares daily, weekly and/or monthly spreadsheets for use in analyzing financial activities and conditions.

Assists with budget preparation, maintenance and review; processes budget actions from the Board of Supervisors.

Assists with payroll preparation and recording as needed; reports payroll taxes to appropriate agencies.
Administers employee benefits programs, including dental, vision, life and health insurance, retirement benefits, social security, disability insurance, deferred compensation, Worker’s Compensation, etc.; administers contracts with third-party administrators; presents benefits information to employees and responds to related inquiries and requests for assistance; processes employee death benefits; prepares related reports.

Performs other general accounting work as assigned, which may include balancing and reconciling multiple funds, posting journal entries, reconciling bank statements, etc.

Interprets and applies bargaining group M.O.U.s and provides information for bargaining negotiations.

Assists in preparing for annual audits.

Provides technical accounting expertise to departmental and County staff as requested.

Conducts special studies as required or as needed.

Prepares Board of Supervisors resolutions for supervisor’s approval as directed.

Responds to inquiries, requests for assistance and complaints pertaining to areas of responsibility.

Performs general administrative / clerical work as required, including preparing reports and correspondence, copying and filing documents, establishing and maintaining files, entering and retrieving computer data, preparing spreadsheets, sending and receiving faxes, answering the telephone, processing mail, etc.

*Accountant II:* (In addition to the above)
Performs the more complex financial record-keeping, analysis and reporting of various County programs and projects as assigned.

Signs checks in the absence of the Auditor or Assistant Auditor.

Assists with staff training; provides lead direction over technical and clerical staff as assigned.

Represents the Auditor’s Office and the County at meetings as directed.

Evaluates and makes recommendations to improve the efficiency and effectiveness of accounting systems and procedures.
EMPLOYMENT STANDARDS

Knowledge of:

Accountant I:
Generally accepted accounting principles and practices.
Modern office procedures, practices and technology.
The use of computers for word and data processing.
English usage, spelling, grammar and punctuation.
Business letter and report writing techniques.

Accountant II: (In addition to the above)
All pertinent federal, state and county laws, codes, regulations and standards.
County and department policies and procedures.
Government accounting and budgetary record-keeping.
Principles of supervision and training.
Information systems technology and specific applications for financial record-keeping and reporting.

Ability to:

Accountant I:
Learn and understand pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.
Examine and verify financial documents and reports.
Prepare a variety of financial and statistical reports.
Apply rules and regulations to specific cases.
Perform arithmetical calculations with speed and accuracy.
Effectively and efficiently use computer programs for word processing, data processing and spreadsheet preparation.
Understand and execute written and oral instructions.
Communicate effectively with the public and with others contacted in the course of work.
Communicate effectively both orally and in writing.

Maintain confidentiality as required.

_Accountant II:_ (In addition to the above)
Understand, interpret and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Analyze problems, evaluate alternatives and make sound recommendations.

Work independently with minimal supervision.

Supervise accounting and fiscal functions, and provide effective training as required.

Prepare financial, cost and budget analyses.

Prepare a variety of complex financial reports.

Audit County departments when necessary, and advise on accounting procedures.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

_Accountant I:_
None required.

_Accountant II:_
Three years of increasingly responsible professional accounting experience, preferably in a government agency, or two years as an Accountant I in Mariposa County.

**Education:** (Both Accountant I and II)
Graduation from an accredited college or university with a Bachelor’s degree in accounting, business or closely related field.
**Substitution:** *(Both Accountant I and II)*
Professional or para-professional accounting experience may be substituted on a year-for-year basis for up to two years of the required education.

**Additional Requirements:** *(Both Accountant I and II)*
Possession of a valid California driver's license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 12/03 (B/S Res. 03-466)
ACCOUNT CLERK I/II

DEFINITION
To prepare, process and maintain a variety of, computerized and manual statistical, financial, and departmental records; to gather statistical information for fiscal reports to the State; to post, reconcile, and gather fiscal and statistical figures on contracts for reports to various State offices; to post, calculate, and verify repayment credits; and to maintain accurate records and files; and to perform related duties and responsibilities as required.

Account Clerk I is the entry-level classification in the Accounting Clerical series. Initially under close supervision, incumbents perform a variety of accounting clerical duties while learning County policies and procedures. This classification is flexibly staffed with Account Clerk II and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Account Clerk II.

Account Clerk II is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing moderately complex accounting clerical work.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from assigned supervisory/management staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
These duties may apply to both levels in varying degrees of importance, frequency, or priority.

Gathers, posts, verifies, maintains, balances, and adjusts accounts, and subsidiary ledger including all details on financial and statistical records.

Collects and sorts all information received from Eligibility Workers, Fraud Investigator, and clients as related to A.F.D.C. overpayments.

Receives, receipts, records, verifies, and balances cash, checks, money orders, and food stamps for repayment of overpayments.

Issues food stamps and maintains accurate record of transactions.

Prepares, copies, color codes, lists, and process a variety of monthly statistical reports.

Compiles spreadsheets and prepares State quarterly reports on Food Stamp Over Issuances and recoupments.

Maintains accurate records on program applications and continuing cases.

Calculates and verifies changes prior to posting.
Maintains a variety of financial and statistical records

Prepares a variety of County, State and Federal subpoenas, records, forms, and reports.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

*Account Clerk I*

Proper office methods and practices including filing systems, receptionist and telephone techniques, and letter/report writing.

Basic mathematics, including fractions, percentages and simple interest, alphabetic and numerical filing sequences.

Correct English usage, spelling, grammar, and punctuation.

*Account Clerk II* (in addition to the above):

Principles, practices, methods, and terminology of financial and statistical record keeping.

**Ability to:**

*Account Clerk I*

Perform arithmetical calculations with speed and accuracy.

Learn and apply County, State, and Federal regulations, laws and procedures.

Perform clerical accounting work.

Learn to prepare financial reports and maintain journals and records.

Type or word process accurately at a rate required for successful job performance.

Understand and execute written and oral instructions.

Communicate effectively in both oral and written form.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

*Account Clerk II* (in addition to the above):

Apply County, State, and Federal regulations and procedures.

Use independent judgment requiring speed and accuracy.

Post and verify data accurately and quickly.
Prepare and maintain a variety of financial and statistical records.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
*Account Clerk I*
One year of general clerical experience.

*Account Clerk II*
One year of experience equivalent to an Account Clerk I position in Mariposa County.

**Education:** (Both Account Clerk I and II)
High school diploma or GED equivalent with course work or practical experience in typing.

**Additional Requirements:** (Both Account Clerk I and II)
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 12/03 (B/S Res. 03-466)
ACCOUNT CLERK III

DEFINITION
To perform difficult and complex clerical accounting in the processing and maintenance of financial, statistical, or tax records; to prepare a variety of reports and records; to calculate and prepare payroll and accompanying payroll reports; to review a variety of documents for accuracy; and to perform related duties and responsibilities as required.

This job class functions at an advanced journey level of classification and is responsible for the preparation and maintenance of complex financial, statistical, tax, and payroll records.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from assigned supervisory / management staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Compiles, verifies, and maintains a variety of complex statistical, financial, tax, and payroll records and reports.

Performs adjustments necessary to maintain accurate records and balances accounts.

Compiles expenditures and cost allocations for distribution to and for a variety of county, state, and Federal financial and statistical reports.

Processes County taxes, including computing, extending, control and corrections of the Secured, Unsecured, and Supplemental tax rolls.

Reviews documents for recording and accepts or rejects documents.

Balances daily recording fees; indexes recorded documents; runs fee sheet and balances with daily sheet.

Calculates, prepares, processes, and verifies payroll certification; records and balances monthly records including reports for employee deductions and County contribution for benefits and taxes.

Posts and balances general and subsidiary ledgers.

Maintains accurate records on inventory parts.

Prepares and processes complex accounts payable and accounts receivable.

Maintains a variety of financial and statistical records.

Keeps equipment records from time cards, equipment tickets, repair orders, fuel sheets, and invoices; keeps service records on equipment.

Types, numbers, and files transportation and encroachment permits.
Prepares a variety of County, State, and Federal records forms, and reports.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Proper office methods, practices, and procedures including filing systems, receptionist and telephone techniques, computer, and letter/report writing.

Correct English usage, spelling, grammar, and punctuation.

Principles, practices, methods, and terminology of financial, statistical, payroll and tax roll record keeping.

Pertinent state, Federal and County laws, rules, and regulations related to financial, statistical, payroll, and tax roll record keeping.

**Ability to:**
 Maintain accurate financial, statistical, payroll, and tax records.

Understand and apply pertinent laws, rules, regulations, and policies.

Work independently and make independent judgments and decisions.

Prepare and maintain financial or statistical reports and related documents.

Perform arithmetical calculations with speed and accuracy.

Type accurately at a rate required for successful job performance.

Understand and execute written and oral instructions.

Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a
computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Two years of experience equivalent to an Account Clerk II position in Mariposa County.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/03 (B/S Res. 03-466)
ACCOUNTING TECHNICIAN I / II

DEFINITION
To perform moderately difficult and complex accounting work involved in maintaining and reviewing financial and statistical data, and corresponding budgets and statements; and to perform related duties and responsibilities as required.

Accounting Technician I is the entry-level classification in the Accounting Technician series. This classification is flexibly staffed with Accounting Technician II and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Accounting Technician II.

Accounting Technician II is the journey-level classification in the series. Positions in this class perform the full range of duties and are expected to have a thorough knowledge of departmental procedures and policies and be able to exercise independent judgment while performing moderately complex para-professional accounting work.

SUPERVISION EXERCISED AND RECEIVED
Receives general supervision from assigned supervisory / management staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Maintains complex financial, statistical, budgets or records.

Maintains accurate records of departmental expenditures.

Assists the public with tax related issues

Allocates expenditures to appropriate coded accounts.

Collects, posts, and balances secured, unsecured, supplemental, and transient occupancy taxes.

Posts and balances general and subsidiary ledgers.

Assists in the preparation of budgets for a variety of funds.

Reconciles and maintains monthly cash balances; maintains records of outstanding warrants.

Performs special document related projects.

Performs technical financial or statistical record keeping.

Prepares periodic and special reports for the County, State and Federal agencies.
EMPLOYMENT STANDARDS

Knowledge of:

*Accounting Technician I*
Basic principles and practices of financial record keeping.

Proper office methods, practices, and procedures including filing systems, and letter/report writing.

Pertinent State, Federal and County laws, rules and regulations relating to accountability of funds.

Governmental accounting and budgetary record keeping.

*Accounting Technician II* (in addition to the above)
Basic computer applications for accounting systems.

Federal, State and county laws, policies and procedures related to the area of assignment.

Basic accounting principles and practices.

Ability to:

*Accounting Technician I*
Perform moderately difficult statistical or record keeping work involving use of considerable amount of judgment and requiring speed and accuracy.

Prepare clear and concise financial or statistical statements and reports.

Operate modern office equipment including typewriters, calculators and personal computer.

Understand and execute both oral and written instructions.

Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

*Accounting Technician II* (In addition to the above)
Perform complex statistical or record keeping work involving use of considerable amount of judgment and requiring speed and accuracy.

Maintain computer system files and write query language reports as needed.

TYPICAL WORKING CONDITIONS
Work is performed in a normal office environment.
TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:
Accounting Technician I
Two years of experience equivalent to an Account Clerk III position in Mariposa County.

Accounting Technician II
One year of experience equivalent to an Accounting Technician I position in Mariposa County.

Education: (Both Accounting Technician I and II)
High school diploma or GED equivalent.

Substitution: (Both Accounting Technician I and II)
Completion of 15 semester units of college level coursework in accounting may be substituted for one year of the required experience.

Additional Requirements: (Both Accounting Technician I and II)
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
ACCOUNTING TECHNICIAN III

DEFINITION
To perform difficult and complex accounting work involved in maintaining and reviewing financial and statistical data, and corresponding budgets and statements; and to perform related duties and responsibilities as required.

This job class functions at an advanced journey level and employees are expected to be thoroughly familiar with the accounting functions of their specific departments and other similar duties as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from assigned supervisory/management staff.

Exercises lead direction over lower level classifications as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Maintains complex financial, statistical, budget or records.

Maintains an accurate record of departmental expenditures.

Assists the public with tax related issues

Allocates expenditures to appropriate coded accounts.

Collects, posts, and balances secured, unsecured, supplemental, and transient occupancy taxes.

Posts and balances general and subsidiary ledgers.

Assists in the preparation of the budget for a variety of funds.

Reconciles and maintains cash balances each month; maintains records of outstanding warrants; prepares monthly cash statements.

Prepares all Budget Action forms for transfers and/or appropriations after reviewing for shortfall or program changes.

Periodically checks supplies and ensures needs are met; performs special department-related projects.

Performs technical financial or statistical record keeping.

Prepares periodic and special reports for the County, State and Federal agencies.

Inputs into the computer new FY budget that includes actual expenditures, those requested and
allowed, and other approved categories.

Posts cost accounting related working capital and by object expenditure ledgers and records.

Receipts and deposits monies in appropriate funds.

Answers a variety of questions and radio calls.

Maintains inventory control accounting systems.

Audits recap sheets for landfill and transfer sites.

Calculates daily tonnages and waste for billing and compiling data for State Board of Equalization.

Recaps man-hours; compiles monthly reports.

Maintains accurate records.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Computer systems and applications.

Proper office methods, practices, and procedures including filing systems, and letter/report writing.

Pertinent State, Federal and County laws, rules and regulations relating to accountability of funds.

Governmental accounting and budgetary record keeping.

Accounting principles and practices.

**Ability to:**

Perform difficult and complex statistical or record keeping work involving use of considerable amount of judgment and requiring speed and accuracy.

Prepare clear and concise financial or statistical statements and reports.

Operate modern office equipment including typewriters, calculators and computer terminals.

Type accurately at a rate required for successful job performance.

Understand and execute both oral and written instructions.
County of Mariposa  
Accounting Technician III  
Page 3

Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS**  
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**  
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties: lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio, visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**  
**Experience:**  
Two years of experience equivalent to an Accounting Technician II position in Mariposa County.

**Education:**  
High school diploma or GED equivalent.

**Substitution:**  
Completion of 30 semester units of college level coursework in accounting may be substituted for one year of the required experience.

**Additional Requirements:**  
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
ADMINISTRATIVE ASSISTANT
SHERIFF / CORONER OFFICE

DEFINITION
To provide high-level clerical, secretarial and administrative assistance in planning, coordinating and administering the activities and operations of the County Sheriff’s Department; to represent the department at County government, civic and law enforcement functions; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Sheriff – Coroner or management staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs responsible clerical, secretarial and administrative work to support assigned supervisor and department staff.

Reviews Coroner reports for accuracy and completion; files and follows up on all Coroner cases; completes and processes death / amendment certificates.

Processes state and local criminal history requests.

Researches, writes and assists in administering law enforcement grants.

Supervises, coordinates and processes civil procedures, wage garnishments and bank levies; issues checks for wage garnishments and levies.

Performs general bookkeeping work as required, including but not limited to preparing deposits, maintaining and reconciling petty cash, processing accounts payable and receivable, preparing and monitoring budgets, and preparing related statements and reports.

Processes and issues permits.

Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.

Establishes, organizes and maintains complex department filing systems.

Enters and retrieves computer data; generates computer reports and/or spreadsheets.

Schedules hearings, appointments, meetings, work activities and other functions as required.

Assists supervisor with the planning and implementation of department programs and projects as assigned.
Reviews proposed or newly enacted legislation affecting department operations, and recommends procedural changes as appropriate.

Reviews and stays abreast of current cases and other department matters.

Provides information and assistance to County staff, other agency personnel, news media and the public requiring the use of judgment and the interpretation of policies, procedures or rules, assists in coordinating office activities with those of other departments and agencies as necessary.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.

Performs routine clerical support work as required, which may include but is not limited to copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, ordering supplies and forms, processing daily mail, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Standard secretarial / clerical practices and procedures.

Procedures used in law enforcement and coroner investigation and identification.

Legal terminology.

Basic business arithmetic.

Financial record-keeping and reporting methods.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.
County of Mariposa
Administrative Assistant – Sheriff/Coroner Office
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Perform clerical / secretarial work involving considerable independent judgment.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Analyze clerical problems, evaluate alternatives and make sound recommendations.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

Establish and maintain effective record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to
communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Six years of increasingly responsible secretarial, clerical and/or administrative experience which has included assignments requiring a working proficiency in the use of a computer, using spreadsheet and data based software, and extensive public contact.

**Education:**
High school diploma or GED equivalent. Completion of college-level secretarial, business or police science coursework, and completion of a Public Safety Executive Secretary course is highly desirable.

**Additional Requirements:**
Possession of a valid California driver’s license.

Must possess, or be able to obtain within six months of employment, certificates in Vital Records, Coroner Instruction and Civil Process.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/03 (Res. 03-466)
ASSESSMENT-RECORDING CLERK I / II

DEFINITION
To perform specialized duties in recording, preparing and maintaining legal documents including vital statistics, assessment rolls, master property records and personal property records; to perform difficult and complex clerical work as assigned; to input various assessments and property market values; and to perform related duties and responsibilities as required.

Assessment-Recording Clerk I is the entry-level classification in the Assessment-Recording Clerk series. Incumbents learn and perform specialized clerical duties associated with the recording and maintenance of legal documents, receiving close supervision within a framework of well-defined policies and procedures.

Assessment-Recording Clerk II is the journey-level classification in the series. Incumbents exercise independent judgment and have a higher level of responsibility than an Assessment-Recording Clerk I. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, require prior assessment/recording clerical experience.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Assessment Office Manager and lead direction from the Assistant Assessor-Recorder.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists the public, in person and over the telephone, in assessment and recording procedures and in resolving related problems.

Receives, checks, accepts or rejects documents for recording.

Examines, records, registers, indexes and files legal instruments, vital statistics, maps and other documents.

Photographs and/or computer scans recorded documents and vital statistics records.

Processes changes in property ownership, searching and checking title and property descriptions and making calculations.

Prepares supplemental tax bills.

Processes boat and airplane assessments; enters values into database and applies them to statements.

Processes exemption claims and property statements.

Prepares cancellations and corrections to the secured and unsecured tax rolls.
Assists the PropertyMapper in keeping maps current and correct.

Performs general bookkeeping work as required, including preparing billing invoices, receiving and receipting various fees, balancing monies received, preparing deposits, preparing periodic financial reports, etc.

Prepares and submits quarterly and annual statistical reports as required.

Assists the public in the use of records, and provides copies as needed.

Prepares certified copies of official records, vital statistics and maps.

Performs general clerical work as required, including but not limited to copying and filing documents, shredding documents, sending and receiving faxes, entering and retrieving computer data, answering the telephone, processing mail, etc.

Assessment-Recording Clerk II: (In addition to the above)
May provide instruction and leadership of Assessment Clerk I staff as assigned.

EMPLOYMENT STANDARDS

Knowledge of:
Assessment-Recording Clerk I:
Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and record-keeping.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Safe work practices.

Assessment-Recording Clerk II: (In addition to the above)
Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Legal instruments that affect property ownership.

Appraisal processes and procedures.

Principles of financial and statistical record-keeping.

Basic mapping procedures used in assessment work.
Basic principles of instruction and leadership.

**Ability to:**

*Assessment-Recording Clerk I:*

Learn and understand pertinent federal, state and local laws, rules and regulations, and County policies and procedures.

Understand and execute written and oral instructions.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Perform mathematical computations with accuracy.

Maintain accurate statistical records.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

*Assessment-Recording Clerk II: (In addition to the above)*

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Establish and maintain complex and extensive record-keeping systems and files.

Provide effective leadership and instruction as assigned.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move weights up to 25 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain
effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
*Assessment-Recording Clerk I:*
Two years of general clerical experience including public contact.

*Assessment-Recording Clerk II:*
Three years of increasingly responsible clerical and/or technical experience involving the review of technical or legal documents, or two years as an Assessment Recording Clerk I in Mariposa County.

**Education:** *(Both Assessment-Recording Clerks I and II)*
High school diploma or GED equivalent, including or supplemented by coursework in typing, word processing, bookkeeping and related subjects.

**Additional Requirements:** *(Both Assessment-Recording Clerks I and II)*
Possession of a valid California driver's license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
DEPUTY CLERK TO THE BOARD

DEFINITION
To provide complex, confidential secretarial and clerical support to the Clerk to the Board of Supervisors; to prepare Board agendas and assist in documenting actions of the Board; to prepare and maintain various reports, records, correspondence and other documents for the Board; to serve in the absence of the Clerk to the Board; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Clerk to the Board.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs complex secretarial and clerical work involving the use of considerable independent judgment and the maintenance of a high degree of confidentiality.

Coordinates the preparation and distribution of Board meeting agendas with the Clerk to the Board, Board members, County management staff and others; receives and reviews agenda items to ensure all submittals are complete; prepares and distributes agendas and agenda packets.

Prepares and cleans up meeting room for Board meetings.

Prepares, distributes, indexes and files ordinances, resolutions, proclamations, certificates, and other documents resulting from Board actions.

Attends Board meetings; prepares minute orders; takes meeting minutes in the absence of the Clerk to the Board.

Types on word processors and edits a variety of drafts and finished documents; independently composes correspondence and related materials; coordinates the processing and/or distribution of various documents.

Researches and compiles a variety of information and data for report preparation and Board decision-making.

Receives and processes various applications and forms for Board action, including assessment appeals, agreements, etc.

Processes and files County committee appointments, resignations and postings.

Updates County code books and property tax law books for assessment appeals.

Establishes and maintains complex files and records.
Assists clerical staff in preparing memorials and correspondence

Receives and screens office visitors and telephone calls; provides accurate information as requested and/or forwards calls to appropriate Board member or staff person; takes messages as needed.

Receives and responds to inquiries, requests for assistance and complaints from County staff, the public and others; explains Board policies and procedures as required.

Performs general clerical work as required, including but not limited to entering and retrieving computer data and preparing computer-generated reports, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, copying audio tapes, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Basic parliamentary procedures.

Legal requirements for filing, publishing and processing various Board matters.

Safe work practices.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Employ good judgment and make sound decisions in accordance with established procedures and policies.

Analyze and resolve office administration situations and problems.
Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Compose routine correspondence and reports independently or from brief instructions.

Process various documents in accordance with codes and requirements.

Research and compile a variety of information and materials.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Take dictation or perform speed note-taking with accuracy.

Perform required mathematical computations with accuracy.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.
MINIMUM QUALIFICATIONS

Experience:
Four years of increasingly responsible, advanced-level secretarial or clerical administrative experience, preferably in local government.

Education:
High school diploma or GED equivalent, supplemented by college-level or technical course work in secretarial studies, business and/or English composition.

Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/03 (B/S 03-466)
DEVELOPMENT SERVICES TECHNICIAN

DEFINITION
To perform a variety of responsible, specialized clerical and technical tasks in support of efficient and effective Development Services operations, including Building, Environmental Health, Planning, and Air Pollution programs; to provide general secretarial support services for assigned program(s); to provide information and assistance to the public; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from appropriate department management.

EXAMPLES OF ESSENTIAL FUNCTIONS
Greets customers at the Development Services counter; conducts initial assessment of customer needs; answers questions and provides direction regarding requirements and procedures.

Accepts permit applications; reviews submissions for accuracy and completeness; assists applicants in completing forms properly as necessary.

Calculates, collects, records and deposits application fees and other monies.

Calculates, prepares, mails and tracks applicant and other billings.

Routes applications to appropriate technical and professional staff for processing.

Assists in maintaining a tracking system to log and follow permit applications through the review process; monitors process and follows up with applicants and professional staff as required.

Verifies required approvals and issues permit documents.

Schedules inspections for technical and professional staff.

Receives complaints of potential code / ordinance violations from citizens; refers complaint to appropriate technical and professional staff for action; maintains complaint logs and prepares related reports.

Schedules committee meetings as directed; prepares and distributes meeting agendas; prepares meeting minutes.

Performs other clerical / secretarial work in area(s) of responsibility, which may include preparing correspondence and reports, entering and retrieving computer data, establishing and maintaining filing systems, preparing computer-generated reports, copying and filing documents, processing mail, sending and receiving faxes, answering the telephone, communicating with field
personnel via radio, maintaining logs and lists, maintaining procedures manuals, ordering supplies, etc.

May train employees in the use of computer programs, provide user support and assistance, design new data collection systems and report formats, and assist with computer hardware and software maintenance.

May perform general bookkeeping work, including assisting with the preparation of division budget(s), processing invoices for payment, reconciling deposits and payments, and tracking account balances.

May provide leadership to and assist in training clerical staff, student interns and work program trainees as assigned.

Completes special projects as assigned.

Participates in department cross-training and assists other program areas with clerical duties as requested.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing and spreadsheet applications.

Data collection and analysis techniques.

Basic business arithmetic and statistics.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Learn, understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Communicate clearly and concisely, both orally and in writing.
Understand and execute written and oral instructions.

Work effectively with and take direction from a variety of technical and/or professional staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Use computers effectively for word and data processing and spreadsheet applications; learn and operate specialized programs for processing permits.

Type or word process accurately at a rate required for successful job performance.

Perform mathematical computations with accuracy.

Work effectively despite frequent interruptions and distractions.

Operate office equipment safely.

Assist in training and providing leadership of others.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit and stand at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Four years of increasingly responsible clerical work, at least two years of which shall have been in a high public contact setting involving the explanation of procedures; or three years of increasingly responsible experience performing clerical or technical tasks for a public planning, building, environmental health or public works department, or private construction, real estate or engineering office.
Education:
High school diploma or GED equivalent. College-level coursework or training in records management, computer usage and/or construction technology is desirable.

Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
ELECTIONS CLERK I / II

DEFINITION
To perform a variety of complex, specialized clerical duties related to County voter registration and elections and the maintenance of related documents; to support all County Clerk and other department functions as assigned; and to perform related duties and responsibilities as required.

Elections Clerk I is the entry-level classification in the Elections Clerk series. Incumbents learn and perform specialized clerical duties associated with voter registration and elections, receiving close supervision within a framework of well-defined policies and procedures.

Elections Clerk II is the journey-level classification in the series. Incumbents exercise independent judgment and a higher level of responsibility, and may provide instruction and leadership of lower-level clerks as assigned. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, require prior public elections / voter registration experience.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Assistant Treasurer-Tax Collector / Assistant County Clerk-Public Administrator.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs a variety of complex, specialized clerical work associated with elections and County Clerk functions.

Verifies the accuracy of voter registration cards received by mail and over-the-counter; notifies voters of sufficiency or insufficiency of information provided.

Assigns appropriate precinct, special district and identification numbers to voters.

Assists in proofreading election materials before final printing and distribution.

Receives and reviews requests for absentee ballots; mails ballots and processes ballot returns in a timely manner.

Produces precinct records and registration reports of voter files as required; reviews and corrects duplicate voter registration information.

Files and maintains appropriate forms in accordance with Elections Code and Fair Political Practice commission requirements.

Prepares, explains and issues candidate packets prior to elections.

Assists in planning and executing election day activities.
Files and maintains records for County employees' Statements of Economic Interest.

Submits reports to the state to obtain reimbursement for election costs.

Assists in coordinating the operation and maintenance of computer software used for elections management.

Assists with County Clerk duties, including but not limited to accepting passport applications, filing power of attorney and notary public documents, administering oaths of office and loyalty oaths, issuing marriage licenses and performing marriage ceremonies, maintaining fictitious business name files and sending renewal notices, and accepting various other documents for filing.

Collects, receipts, records and balances various fees and payments received.

Assists co-workers with other departmental functions as required.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Performs other general clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, sending and receiving faxes, assisting customers, processing in-coming and out-going mail, ordering forms and supplies, etc.

*Elections Clerk II:* (In addition to the above)
Plans and carries out poll worker recruitment, training and management for elections.

Prepares the more complex records and reports as required by the County, state and federal government, or other agencies.

Provides leadership of temporary staff as assigned during elections.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

*Elections Clerk I:*
Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing.

Basic methods of financial record-keeping.

Basic business arithmetic.
English usage, spelling, grammar and punctuation.

Safe work practices.

*Elections Clerk II:* (In addition to the above)
All pertinent federal, state and county laws, codes, regulations and standards.

County and department policies and procedures.

Public election and voter registration regulations and procedures.

Procedures and methods of filing official records.

Basic principles of training and leadership.

**Ability to:**

*Elections Clerk I:*
Learn, understand, interpret and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Understand and follow oral and written instructions.

Maintain accurate records and files.

Make accurate arithmetical calculations.

Compose correspondence and prepare routine reports.

Type or word process accurately at a rate required for successful job performance.

Communicate effectively both orally and in writing.

Use computer programs for word processing, data processing and spreadsheet preparation.

Communicate effectively with the public and with others contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

*Elections Clerk II:* (In addition to the above)
Understand, interpret and apply pertinent federal, state and local laws, codes, rules and regulations, and County and department policies and procedures.

Use initiative and sound, independent judgment within established guidelines.
Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Provide training and leadership of others.

Work with County staff or outside vendors as necessary in the maintenance of computer systems and programs.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

*Elections Clerk I:*
Three years of increasingly responsible clerical experience involving public contact.

*Elections Clerk II: (In addition to the above)*
Two years of increasingly responsible elections or legal document processing experience and one year as an Elections Clerk I in Mariposa County; or two years as an Elections Clerk I in Mariposa County.

**Education:**
High school diploma or GED equivalent.

**Additional Requirements:**
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
FISCAL OFFICER

DEFINITION
This is an executive position that under limited direction performs a variety of highly complex administrative, budgeting, and accounting tasks; ensures fiscal integrity, fiscal control, and accountability for all fiscal operations in the department; prepares and monitors the departmental budget and recommends fiscal policy; implements approved or mandatory fiscal programming; related administrative duties as assigned. This position may supervise fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the appropriate department head.

Exercises technical supervision over assigned staff.

EXAMPLE OF ESSENTIAL FUNCTIONS
Applies normally accepted accounting and business practices to a complex Department with multiple funding sources

Plans, organizes, and manages the fiscal and budgetary aspects of the Department

Provides budgetary and fiscal advice to the Department Head and Program Managers, and makes budget/fiscal recommendations

Supervises administrative and clerical staff performing fiscal and accounting tasks, including performance evaluations

Monitors all aspects of fiscal accountability for contracts, subcontracts, and grant funded programs

Prepares and develops the annual budget request for the Department in consultation with the Department Head; monitors revenue collections and exercises expenditure control

Coordinates the completion of Federal, State, and County audits and fiscal reviews; prepares response to audits and implements or develops corrective practices as prescribed by the audit

Prepares and reviews fiscal reports required of the Department by funding sources or the Department Head

Develops and recommends fiscal policies and accounting practices for the Department

May supervise fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions
Develops plans and procedures to enhance revenue for departmental programs

Works closely with Department Head and program managers to ensure monies are expended for the purpose intended

Analyze the fiscal impact of legislation impacting County finances and operations, and formulate recommendations for Department consideration

Performs special fiscal reports, surveys, and studies as assigned

**EMPLOYMENT STANDARDS:**
**Knowledge of:**
- Generally accepted accounting principles and practices
- Governmental accounting practices
- Basic principles and practices of governmental budget development, preparation, and expenditure control
- Basic principles and practices of supervision, training, and performance evaluation
- Principles and procedures of financial and statistical record keeping
- Theory, principles, and practices of accounting and auditing

**Ability to:**
- Prepare and present a variety of clear, complete, and concise financial and budgetary plans
- Research, analyze, and evaluate fiscal/accounting operations, procedures, and practices; make recommendations to strengthen fiscal/accounting operations
- Understand, interpret, and apply laws, rules, and regulations as they apply to assigned tasks
- Work cooperatively with State, Federal, and County Auditors and other funding agencies
- Establish and maintain effective working relationships with those contacted in the course of work
- Supervise, train, and evaluate the work of assigned staff

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.
TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS:
Experience:
Five (5) years of fiscal/accounting experience performing progressively responsible accounting and budget analysis work, including at least two (2) years in a management or supervisory capacity and at least one (1) year of governmental budgeting. Experience with personal computers including word processing, spreadsheets, and data base analysis is highly desirable.

Education:
A bachelor’s degree from an accredited college or university with major course work in accounting, business, finance, economics, public administration, or a closely related field is required. A Masters Degree in business, accounting, finance, economics, public administration, or a closely related field is highly desirable.

Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
LIBRARY ASSISTANT I / II

DEFINITION
To perform a variety of responsible, sub-professional library and clerical work in support of daily Library operations; to assist patrons in the use of the Library and related services; and to perform related duties and responsibilities as required.

Library Assistant I is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform a variety of duties related to the circulation, reference, inter-library loan, and collection monitoring operations of the Library. This class is flexibly staffed with Library Assistant II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Library Assistant II.

Library Assistant II is the full working level of the series, competent to independently perform the full scope of duties required. Incumbents may provide sub-professional library assistance in specialized areas of library services, such as children’s services, inter-library loan processing, circulation, cataloging, reference, or other areas as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Librarian.

Exercises lead direction over extra-help and volunteer staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists in planning and implementing Library programs and services.

Prepares newly acquired library materials for processing and shelving.

Performs basic cataloging work.

Performs circulation work, including checking materials in and out of the Library, maintaining circulation statistics, processing returned materials and preparing them for reshelving.

Collects, stacks, shelves and reshelves library materials.

Accepts and receives payments for overdue or lost materials and maintains related records; prepares and processing billings for lost / overdue materials.

Processes library card applications and issues library cards; maintains records of current patron information.

Receives, researches and responds to patrons’ reference requests; locates and provides requested materials and information; may refer complex reference questions to professional librarians as necessary.
Assists and instructs patrons in the proper use of library equipment and reference sources.

Reserves library materials and notifies patrons of their availability; initiates and processes inter-library loan requests.

Assists in maintaining order and discipline in the Library.

Performs various tasks related to the selection, ordering, purchasing, distribution and use of books and other materials; reviews and recommends the acquisition of new materials for the Library’s collection; weeds out-dated materials from the collection.

Monitors the condition of books and materials and performs necessary binding and repairs.

Plans and prepares library displays.

Assists in researching and preparing grant applications for program and project funding.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding library programs, services and policies.

Prepares and/or assists in preparing a variety of reports and correspondence related to Library operations, including budget and statistical reports, as assigned.

Participates in special projects as assigned.

Provides training and lead direction over extra-help and volunteer staff as assigned.

Assists in maintaining a neat, clean environment for staff and patrons.

Performs general clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, answering the telephone, digitizing documents for preservation, etc.

*Library Assistant II:* (In addition to the above)
Plans and participates in special library programs, classes and services as assigned; assists with program publicity.

Opens, closes and secures Library facility as required.

**EMPLOYMENT STANDARDS**

Knowledge of:

*Library Assistant I:*
Report and business letter preparation techniques.
Modern office practices and technology, including the use of computers for data and word processing.

Alphabetical, numerical and topical filing systems.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

General functions and operations of a library.

*Library Assistant II:* (In addition to the above)
Pertinent laws, regulations, policies and procedures.

Basic principles and methods of library organization, services, technologies and equipment.

Structure and use of the Dewey Decimal classification system.

Basic reference practices and sources.

Library terminology.

Specialized area(s) of library service as assigned.

Information systems and automation systems as applied to library activities.

The use of the Internet for employee / patron research and reference assistance.

Principles of training and leadership.

Safe work practices.

Public / community relations techniques.

**Ability to:**

*Library Assistant I:*
Learn, understand and apply pertinent laws, rules, regulations, policies and procedures.

Sort and organize materials in alphabetical, numerical and topical order.

Understand and carry out oral and written instructions.

Type or word process accurately at a rate required for successful job performance.

Effectively use computers for word and data processing, records management.
Effectively use computers for word and data processing, records management.

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise records and reports.

Perform mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

Deal effectively with patrons with special needs, or in confrontational situations.

Actively pursue personal professional growth through continuing education.

*Library Assistant II:* (In addition to the above)
Locate, sort and arrange materials according to the Dewey Decimal classification and other specialized library index systems.

Perform circulation duties and provide basic reference services to Library patrons.

Provide training and leadership as assigned.

Effectively use computers for specialized library applications and Internet research.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office / library environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, climb and reach while performing office duties; lift and/or move weights of up to 40 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**
**Experience:**
*Library Assistant I:*
Two years of clerical experience with some public contact.
Library Assistant II:
Three years of increasingly responsible sub-professional library experience, or two years as a Library Assistant I in Mariposa County.

Education: (Both Library Assistant I and II)
High school diploma or GED equivalent. Completion of two years of college level course work in literature, liberal arts, library or social science or closely related field is desirable for a Library Assistant I and required for a Library Assistant II.

Substitution: (Both Library Assistant I and II)
Additional sub-professional library experience may be substituted on a year-for-year basis for the required college education.

Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/03 (B/S 03-466)
OFFICE ASSISTANT I / II

DEFINITION
To perform a variety of routine to moderately difficult office support duties in assigned County departments; and to perform related duties and responsibilities as required.

Office Assistant I is the entry-level classification of the County’s office support series. Initially under close supervision, incumbents learn and perform a wide range of office support and general clerical duties requiring knowledge of department and County procedures. This class is flexibly staffed with Office Assistant II, and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Office Assistant II.

Office Assistant II is the fully qualified, journey-level classification in the series, competent to perform a variety of office support and clerical duties. Incumbents perform tasks and work with only occasional instruction or assistance within a framework of established procedures. Specific duties and scope of responsibility will vary with the organizational unit to which assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from assigned supervisory / management staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs a variety of routine to moderately complex clerical duties to assist staff in sub-professional office activities.

Gathers information from a variety of sources for the completion and processing of forms, records, applications, etc.; contacts individuals to obtain additional information.

Maintains records and processes various forms, applications, permits or other documents specific to the organizational unit.

Types or word processes, prepares, processes, copies, files, distributes and/or transmits various records, reports, forms, correspondence, permits, applications, licenses, meeting minutes, and other documents; may compose routine correspondence and other documents as required.

Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.

Establishes and maintains office files.

Enters and retrieves computer data; generates computer reports and/or spreadsheets.
Provides assistance with fiscal operations of the department, including but not limited to collecting and recording various fees, fines or other monies, and maintaining journals, ledgers and other financial or statistical records.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors; may use a two-way radio to communicate with field personnel.

Performs routine clerical support work as required, which may include but is not limited to scheduling meetings and appointments, copying documents, filing / retrieving files, sending and receiving faxes, collating documents, maintaining lists and logs, processing daily mail, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

*Office Assistant I:*
Basic clerical practices and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, and the use of computers for word and data processing.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Safe work practices.

*Office Assistant II: (In addition to the above)*
Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department policies and procedures.

Programs, goals and purpose of the assigned department.

Methods of preparing and processing various records, reports, forms and other documents peculiar to the assigned department or program.

Business letter writing, report preparation and the standard format for typed materials.

**Ability to:**

*Office Assistant I:*
Learn, understand and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform detailed clerical work accurately.
Learn specialized processes, procedures and office support tasks related to the department to which assigned.

Maintain accurate records and files.

Maintain confidentiality as required.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Office Assistant II: (In addition to the above)
Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Use computers effectively for word and data processing and records management.

Use initiative and sound, independent judgment within established guidelines.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.
TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audiovisual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:  
Office Assistant I:  
None required.

Office Assistant II:  
Two years of increasingly responsible clerical experience, or one year as an Office Assistant I in Mariposa County.

Education: (Both Office Assistant I and II)  
High school diploma or GED equivalent, preferably including classes in typing, bookkeeping and related subjects.

Additional Requirements: (Both Office Assistant I and II)  
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
OFFICE TECHNICIAN

DEFINITION
To provide a variety of administrative services in support of the administrative, fiscal and program areas of the assigned department; to perform highly responsible and complex clerical support duties; to direct and supervise the work of others in a lead capacity as assigned; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from assigned supervisory / management staff.

Exercises supervision over lower-level clerical classifications.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs responsible administrative, clerical and/or clerical accounting work to support the operations of assigned department.

Assists supervisor with the planning, implementation and administration of department budget programs and projects as assigned.

Evaluates office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.

Trains, schedules, supervises and evaluates the work of assigned clerical personnel; offers advice and assistance as needed; recommends and implements disciplinary action as appropriate.

Provides assistance with and/or coordination of personnel functions of the assigned department, including but not limited to assisting with employee selection, conducting orientation, maintaining employee records, processing personnel paperwork, etc.

Provides assistance with fiscal operations of the department, including but not limited to processing accounts payable and receivable, preparing deposits, assisting with budget preparation and monitoring, maintaining petty cash fund, and preparing financial reports as required.

Types or word processes routine and confidential documents from drafts, notes, dictated tapes or brief instructions, which may include various correspondence, reports, records, forms, agreements, contracts, resolutions, etc.; may compose routine correspondence and reports and assists in the preparation of news releases.

Researches and assembles supporting data for Board of Supervisors agenda items.
Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.

Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.

Enters and retrieves computer data; maintains databases; generates computer reports and/or spreadsheets.

May provide administrative / clerical support for commissions, councils and committees as assigned.

Establishes, organizes and maintains complex department filing systems.

Types or word processes, prepares, processes, copies, files, distributes and/or transmits various records, reports, forms, correspondence, permits, licenses, and other documents.

Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.

Performs routine administrative / clerical support work as required, which may include but is not limited to scheduling meetings and appointments, copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, ordering supplies and forms and maintaining supply inventory, processing daily mail, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Basic principles and methods of administration, personnel, staff development, fiscal and data processing management.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and database management, e-mail, fax, and document production equipment.
Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.

Principles of training, supervision and work coordination.

Basic business arithmetic.

Financial record-keeping and reporting methods.

Professional / technical terminology peculiar to assigned department.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:
Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform a variety of analytical and administrative support duties and program development and implementation assignments.

Perform difficult and complex clerical duties in assigned unit.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Analyze clerical and administrative problems, evaluate alternatives and make sound recommendations.

Provide effective supervision and training as assigned.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Exercise sound, independent judgment and initiative within established guidelines.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

Establish and maintain effective record-keeping systems and files.
Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word processing and database and records management, e-mail, and specific programs unique to department.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five years of increasingly responsible secretarial or clerical administrative experience, which has included assignments requiring a working proficiency in the use of a computer, using spreadsheet, e-mail, and data based software, and extensive public contact.

**Education:**
High school diploma or GED equivalent, preferably including classes in typing, bookkeeping and related subjects. Completion of at least 30 units of college level course work in public or business administration, computer science or closely related field.

**Substitution:**
An additional year of qualifying experience may be substituted for the 30 units of college level course work.
Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
SECRETARY

DEFINITION
To perform a variety of responsible secretarial and routine administrative support functions, which may include clerical accounting; to schedule appointments, meetings, work activities, and other functions as require; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from a department head, management staff, or assigned supervisory staff.
Exercises lead direction over lower-level clerical classifications as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs responsible secretarial, administrative, clerical and/or clerical accounting work to support assigned supervisor and department.
Evaluates office and inter-departmental procedures and makes recommendations for modifications as necessary to maintain efficient and effective office operations.
Prepares for and attends meetings as required; prepares and distributes meeting agendas and minutes.
Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.
Processes various forms, applications, permits or other documents requiring thorough knowledge of the department’s functions.
Types or word processes routine and confidential documents from drafts, notes, dictated tapes, or brief instructions, which may include various correspondence, reports, records, forms, agreements, contracts, resolutions, etc.; may compose routine correspondence and reports and assists in the preparation of news releases.
Prepares agenda items for Board of Supervisor meetings.
Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
Establishes, organizes and maintains complex department filing systems.
Enters and retrieves computer data; generates computer reports and/or spreadsheets.
Schedules appointments, meetings, work activities and other functions as required.
Makes travel and lodging arrangements for supervisor, staff or visiting officials.
May provide assistance with fiscal operations of the department, including but not limited to processing accounts payable and receivable, assisting with budget preparation and monitoring, maintaining petty cash fund, and preparing financial reports as required.

May provide assistance with personnel functions of the assigned department, including but not limited to conducting orientation, maintaining employee records, processing personnel paperwork, etc.

May provide secretarial support to and preparation for meetings of commissions, councils, boards or committees as assigned.

Assists supervisor with the planning and implementation of department programs and projects as assigned.

Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.

Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.

Performs routine clerical support work as required, which may include but is not limited to copying documents, filing / retrieving files, faxing information, collating documents, maintaining lists and logs, ordering supplies and forms, processing daily mail, etc.

May provide training and leadership and/or supervision of assigned lower-level clerical staff; offers advice and assistance as needed.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and database management, e-mail, fax, and document production equipment.

Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.

Standard office management and secretarial / clerical practices and procedures.
Basic principles of training and supervision.

Basic business arithmetic.

Financial record-keeping and reporting methods.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform clerical / secretarial work involving considerable independent judgment.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Analyze clerical problems, evaluate alternatives and make sound recommendations.

Provide effective supervision and training as assigned.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

Establish and maintain effective record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word processing, database and records management, e-mail, and specific programs unique to department.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Take dictation or perform speed note taking with accuracy.
Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Four years of increasingly responsible secretarial experience.

**Education:**

High school diploma or GED equivalent, preferably with coursework in typing, bookkeeping and related subjects. Completion of college-level or technical coursework in secretarial studies, accounting and/or business is highly desirable.

**Substitution:**

Completion of 30 semester units of college level coursework in a related field may be substituted for one year of the required experience.

**Additional Requirements:**

Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
SENIOR DEVELOPMENT SERVICES TECHNICIAN

DEFINITION
To perform a variety of highly responsible clerical, administrative and technical tasks in support of efficient and effective Development Services operations; to support the multiple functions of the County’s Development Services programs, including Building, Environmental Health, Planning, and Air Pollution; to provide information and assistance to the public; to provide lead direction of lower-level technical staff as assigned; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Building Department Director.

Exercises lead direction over Development Services Technicians as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Provides highly responsible administrative assistance to the Building Department Director and other department staff, including such duties as composing and preparing correspondence and reports; making meeting, conference and travel arrangements; compiling data for reports and decision-making purposes, etc.

Evaluates and recommends changes in department policies and procedures to increase office efficiency and effectiveness.

Assists the Director in assessing and planning for department space, equipment and maintenance needs.

Assists with budget preparation and administration; processes accounts payable and receivable; prepares deposits; maintains petty cash fund; procures supplies and equipment; prepares related reports.

Establishes and maintains complex record-keeping systems, including computer databases and files.

Assists Director with personnel activities and functions, including screening and interviewing job applicants, processing new-hire paperwork, maintaining confidential personnel records, etc.

Provides training and technical direction of Development Services Technicians as assigned.

Prepares Board of Supervisors agenda items and packets.

Schedules meetings of the Advisory and Appeals Board; prepares agendas and related information for distribution to members; prepares meeting minutes and provides related clerical support.
Reviews plans and associated paperwork submitted with building permit applications for completeness and accuracy; calculates, collects and records permit fees; initiates permit approval process and issues approved permits; maintains related records.

Establishes and maintains tracking system to log and follow permit applications through the review process; monitors process and follows up with applicants and professional staff as required.

Receives complaints of potential code / ordinance violations from citizens; refers complaint to appropriate technical and professional staff for action; maintains complaint logs and prepares related reports.

Initiates, records and releases Certificates of Non-Conformance for illegal construction when appropriate.

Greets and assists customers; provides information to the public concerning department policies and procedures.

Provides administrative and clerical support to the Environmental Health Office and Planning Department as required.

Assists in coordinating administrative activities with those of other departments, divisions and agencies as appropriate.

Researches, prepares, types, copies, files and/or distributes various reports, records, forms and correspondence as required.

Performs other general clerical work as required, including copying and filing documents, entering and retrieving computer data, processing mail, sending and receiving faxes, answering the telephone, communicating with field personnel via radio, scheduling inspections, maintaining logs and lists, ordering supplies, etc.

Plans and completes special projects as assigned.

Attends meetings as a department representative as directed or as appropriate.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

Basic principles and methods of administration and personnel.

Principles of training and leadership.
Budget preparation and administration.

Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing and spreadsheet applications.

Data collection and analysis techniques.

Basic business arithmetic and statistics.

English usage, spelling, grammar and punctuation.

Safe work practices.

**Ability to:**
Understand, interpret, analyze and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Train and provide direction to others.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain complex and extensive record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and spreadsheet applications; learn and operate specialized programs for processing permits.
Type or word process accurately at a rate required for successful job performance.

Perform mathematical computations with accuracy.

Work effectively despite frequent interruptions and distractions.

Operate office equipment safely.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Four years of increasingly responsible clerical or technical work in a public planning, building, environmental health or public works department, or in a private construction, real estate or engineering office with high public contact, including at least one year in a lead capacity; or two years as a Development Services Technician in Mariposa County.

**Education:**
High school diploma or GED equivalent. College-level coursework or training in records management, computer usage and/or construction technology is desirable.

**Additional Requirements:**
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
SENIOR LIBRARY ASSISTANT

DEFINITION
To coordinate, supervise and participate in daily sub-professional operations of the main branch of the Library; to assist the County Librarian with various administrative functions as assigned; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Librarian.

Exercises lead direction over sub-professional, extra-help and volunteer staff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Coordinates, supervises and participates in the daily operations of the main branch of the County Library system.

Trains, schedules, provides lead direction of, and evaluates the work of other Library Assistants, extra-help staff and volunteers as assigned.

Assists in planning and implementing Library programs and services.

Assists in the selection of new books and materials for the Library’s collection.

Prepares newly acquired library materials for processing and shelving.

Performs basic cataloging work.

Performs circulation work, including checking materials in and out of the Library, maintaining circulation statistics, processing returned materials and preparing them for reshelving.

Collects, stacks, shelves and reshelves library materials.

Accepts and receives payments for overdue or lost materials and maintains related records.

Processes library card applications and issues library cards; maintains records of current patron information.

Receives, researches and responds to patrons’ reference requests; locates and provides requested materials and information; refers complex reference questions to County Librarian as necessary.

Assists and instructs patrons in the proper use of library equipment and reference sources.

Reserves library materials and notifies patrons of their availability; initiates and processes inter-library loan requests.
Performs various tasks related to the selection, ordering, purchasing, distribution and use of books and other materials; reviews and recommends the acquisition of new materials for the Library's collection; weeds out-dated materials from the collection.

Orders books, materials, equipment and supplies for Library use.

Monitors the condition of books and materials and performs necessary binding and repairs.

Assists in planning and preparing library displays.

Assists in promoting Library activities and services to the public.

Assists in researching and preparing grant applications for program and project funding.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding library programs, services and policies.

Prepares and/or assists in preparing a variety of reports and correspondence related to Library operations, including budget reports, as assigned.

Opens and closes the facility at appropriate times in accordance with Library security policies.

Coordinates and/or participates in special projects as assigned.

Performs assigned duties for the County Librarian as required in his/her absence.

Performs general administrative / clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

Attends training, meetings, workshops, conferences, etc., as necessary to enhance job knowledge and skills.

May travel to attend Library-related functions.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent laws, regulations, policies and procedures.

Basic principles and methods of library organization, services, technologies and equipment.

Dewey decimal classification system and related cataloging and indexing systems used by libraries and publishers.
References and sources for identifying and locating materials to fill requests or for use by special populations.

Library terminology.

Information systems and automation systems as applied to library activities.

The use of the Internet for employee / patron research and reference assistance.

Principles of training and supervision.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data and word processing.

English usage, spelling, grammar and punctuation.

Basic mathematics; bookkeeping methods.

Safe work practices.

Public / community relations techniques.

**Ability to:**
Understand and apply pertinent laws, rules, regulations, policies and procedures.

Provide basic reference services to Library patrons.

Train, coordinate, supervise and review the work of others.

Exercise sound, independent judgment with minimal supervision.

Build and maintain positive working relationships with others.

Exhibit leadership skills including critical thinking and creativity.

Display excellent communication skills and be capable of promoting the library and advocating for its needs.

Research advanced reference questions.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.
Effectively use computers for word and data processing, records management, specialized library applications and Internet research.

Type accurately at a rate required for successful job performance.

Assist in maintaining a positive public image of department programs and services through contact with the news media and the general public.

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise records and reports.

Perform mathematical computations with accuracy.

Establish and maintain effective working relationships with those contacted in the course of work.

Deal effectively with patrons with special needs, or in confrontational situations.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office / library environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, climb and reach while performing office duties; lift and/or move weights of up to 40 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Four years of increasingly responsible sub-professional library experience, or two years as a Library Assistant II in Mariposa County.

**Education:**
Graduation from an accredited college or university with a Bachelor’s degree in literature, liberal arts, library or social science or closely related field.

**Substitution:**
Additional sub-professional library experience may be substituted on a year-for-year basis for up to two years of the required college education.
Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/03 (B/S 03-466)
SENior Office ASSistant

Definition
To perform a variety of the more specialized and moderately complex clerical duties in support of office operations and activities; to direct and monitor the work of others in a lead capacity as assigned; and to perform related duties and responsibilities as required.

supervision received and exercised
Receives general supervision from assigned supervisory / management staff.

Exercises lead / technical direction over lower-level clerical classifications.

Examples of Essential Functions
Performs the more specialized and moderately complex clerical duties in support of the operations and activities of assigned office.

Provides assistance with fiscal operations of the department, including but not limited to collecting and recording various fees, fines or other monies, preparing deposits, assisting with budget preparation and monitoring, and preparing financial reports as required.

Assists in researching, preparing and assembling documents related to the activities of the Board of Supervisors.

Provides information and assistance to County staff, other agency personnel, and the public, requiring the use of judgment and the interpretation of policies, procedures or rules; assists in coordinating office activities with those of other departments and agencies as necessary.

Researches and compiles information from a variety of sources for the completion of forms or preparation of reports.

Enters and retrieves computer data; generates computer reports and/or spreadsheets.

May train and provide work direction of assigned clerical personnel; offers advice and assistance as needed.

May provide clerical support for commissions, councils and committees as assigned.

Types or word processes, prepares, processes, copies, files, distributes and/or transmits various records, reports, forms, correspondence, permits, applications, licenses, and other documents; may compose routine reports and correspondence.

Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
Answers the telephone and provides information and assistance to callers or forwards calls to appropriate staff person; takes messages as necessary; greets and assists office visitors; may use a two-way radio to communicate with field personnel.

Performs routine clerical support work as required, which may include but is not limited to scheduling meetings and appointments, establishing and maintaining files, copying documents, filing / retrieving files, sending and receiving faxes, collating documents, maintaining lists and logs, processing daily mail, ordering supplies, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department organization, policies and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word and data processing, including the preparation of spreadsheets.

Methods of preparing and processing various records, reports, forms and other documents peculiar to assigned department or program.

Basic principles of training and leadership.

Basic business arithmetic.

Basic financial record-keeping and reporting methods.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform specialized and moderately complex clerical duties in assigned unit.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction; exercise sound, independent judgment and initiative within established guidelines.

Provide effective training and leadership as assigned.
Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Compose routine correspondence and reports independently or from brief instructions. Research and compile a variety of information and materials.

Establish and maintain effective record-keeping systems and files.

Maintain the security and confidentiality of specified records, information and files.

Use computers effectively for word and data processing and records management.

Safely operate office equipment.

Type or word process accurately at a rate required for successful job performance.

Perform required mathematical computations with accuracy.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

Experience:

Three years of increasingly responsible clerical experience, or two years as an Office Assistant II in Mariposa County.
Education:
High school diploma or GED equivalent, preferably including classes in typing, bookkeeping and related subjects.

Additional Requirements:
Possession of a valid California driver’s license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.