

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

08-366

Approve amendments to the job descriptions for the Administrative Technician, Executive Assistant/County Counsel, Junior Engineer, and Juvenile Supervisor; and approve the job descriptions for Child Support Accounting Specialist and Child Support Specialist III.

Administrative Technician – Over two years ago, the Administrative Technician in the Personnel/Risk Management Office of County Administration began reviewing and processing incoming liability claims and accident/incident reports for the County. This essential function was previously performed by the Executive Assistant/County Counsel position and because this is a risk management function, the function was transferred to the Personnel/Risk Management Office as it more appropriately fit. The Administrative Technician was assigned this task and it is important that the job description reflect this critical essential function.

Executive Assistant/County Counsel – As stated above, the processing of incoming liability claims and accident/incident reports for the County is being performed by the Administrative Technician incumbent. The language in the job description referencing this essential function should be removed.

Junior Engineer – In order to attract a viable pool of candidates, it is recommended that the minimum qualifications for this position be changed so that individuals will qualify with either a four-year degree or four years of relevant work experience together with an Engineer-in-Training (EIT) certificate; currently, a qualified individual must have a four-year degree and an EIT certificate. The State of California requires that an individual have at least three years of approved engineering curriculum or three years of engineering-related experience to take the EIT exam for the purpose of obtaining a certificate. Since the State is the governing agency in issuing EIT certificates, amending the job description to require either the education or relevant experience would benefit the County.

Juvenile Supervisor –To better describe the position, it is recommended that the title of this classification be changed to Juvenile Corrections Officer. This classification has peace officer status and is a safety member; changing the title reflects this designation.

Child Support Accounting Specialist and Child Support Specialist III – These two classifications are Merit System Service (MSS) classifications. MSS is the agency that oversees the classifications in the Child Support Services Department. During the 2007/2008 fiscal year budget, MSS reviewed the positions in Child Support Services and determined that a reclassification was warranted for two classifications. They were the Child Support Accounting Technician and the Child Support Specialist II. MSS recommended that the Child Support Accounting Tech be reclassified to an Accounting Specialist and the Specialist II class should be reclassified to a Specialist III, and the Board approved this recommendation. At the time, however, the Board was not presented with the MSS job descriptions to adopt as County job descriptions. They are now being provided with a recommendation for approval, which will finalize the process of incorporating them into the County job description system.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board of Supervisors amends and adopts job descriptions as needed.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Revise this action as the Board desires and adopt.

Financial Impact? () Yes () No Current FY Cost: \$
 Budgeted In Current FY? () Yes () No () Partially Funded
 Amount in Budget: \$ _____
 Additional Funding Needed: \$ _____
 Source:
 Internal Transfer _____
 Unanticipated Revenue _____ 4/5's vote
 Transfer Between Funds _____ 4/5's vote
 Contingency _____ 4/5's vote
 () General () Other

Annual Recurring Cost: \$ _____

List Attachments, number pages consecutively

- Administrative Technician job desc. _____
- Executive Assistant-Co. Counsel job desc. _____
- Junior Engineer job desc. _____
- Juvenile Corrections Officer job desc. _____
- Child Support Accounting Specialist job desc. _____
- Child Support Specialist III job desc. _____

CLERK'S USE ONLY:

Res. No.: 07-366 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____

MW 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:

CAO: *RJ*



COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICHARD J. BENSON, CAO

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Approve Amendments to the Job Descriptions for the Administrative Technician, Executive Assistant/County Counsel, Junior Engineer, and Juvenile Supervisor; and Approve the Job Descriptions for Child Support Accounting Specialist and Child Support Specialist III

RESOLUTION 08-366

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on August 5, 2008

ACTION AND VOTE:

Consider Items Removed from the Consent Agenda

Item 18 – Supervisor Bibby asked about the juvenile supervisor position and the minimum qualifications and peace officer status. Rick Benson noted that the requested action is just to change the job title, but he will look into the questions that were raised. (M)Bibby, (S)Fritz, item 18 was approved, with direction for the juvenile supervisor position and issues raised relative to minimum qualifications and peace officer status/PC 832 requirements to be reviewed/Ayes: Unanimous.

CA-18 Approve Amendments to the Job Descriptions for the Administrative Technician, Executive Assistant/County Counsel, Junior Engineer, and Juvenile Supervisor; and Approve the Job Descriptions for Child Support Accounting Specialist and Child Support Specialist III (County Administrative Officer/Personnel/Risk Manager); Res. 08-366, with direction for the juvenile supervisor position and issues raised relative to minimum qualifications and peace officer status/PC 832 requirements to be reviewed

Cc: Sandi Laird, Personnel
Chris Ebie, Auditor
File

CHILD SUPPORT SPECIALIST III

CLASSIFICATION DEFINITION

Under limited supervision, the Child Support Specialist III performs a wide variety of child support duties involving the more difficult and/or sensitive cases; performs special assignments; maintains a caseload; and performs related work as required.

The Child Support Specialist III is the advanced journey level in the Child Support Specialist series. Incumbents either act as the lead-worker to a group of child support staff, or exercise detailed subject matter knowledge of a specific program area or specialized system inherent to the operations of the department.

Positions in this class differ from those in the class of Child Support Specialist II by the assignment of complex, sensitive or confidential cases requiring advanced technical skills. Incumbents may act in a lead capacity, may provide training to lower level Child Support Specialists and may participate in special projects such as audits and/or quality control reviews.

TYPICAL DUTIES

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

- Analyzes and evaluates the more difficult and sensitive cases, such as those involving complex issues, local agency staff or public figures, or complaints regarding program services.
- Interviews custodial and non-custodial parents, witnesses, family members, representatives from law enforcement agencies and attorneys to obtain statements and gather information for establishing paternity, locating absent parents and determining financial status in complex, difficult, and sensitive cases.
- Takes sworn statements from custodial and non-custodial parents and arranges for blood tests in cases where paternity is in question.
- Determines responsible party's payment obligation and support capability in highly difficult and sensitive cases.
- Attempts to persuade responsible parties to make payments without recourse to legal action.
- Recommends cases for prosecution, prepares legal documents for court filing, assists attorneys in preparing cases, and testifies in court as necessary.
- Initiates and processes such legal actions as property liens, notices of assignment, writs of execution, orders of examination, and contempt actions pertaining to the enforcement of child support.
- Provides technical assistance to trainee and journey level Child Support Specialists in interpreting and applying relevant laws, regulations, and procedures.

- May exercise lead supervision over newly employed staff or over cases requiring several staff members.
- May review case records for quality control, audit, or training purposes.
- May develop and conduct training sessions.
- May perform supervisory duties in the absence of a higher-level staff member.
- May perform State mandated functions, including but not limited to: ombudsperson, customer & community outreach, quality assurance & program improvement, training, Fair Hearing Officer, and/or media relations.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Federal and California laws and regulations pertaining to child support.
- Investigative principles and techniques.
- Sources used to locate individuals and assets.
- Effective and assertive interviewing techniques.
- Legal criteria for establishing paternity.
- Child support enforcement and collection procedures.
- Legal terminology and document processing as they relate to child support enforcement.

Ability to:

- Apply and explain Federal and California child support laws and regulations in complex situations.
- Understand, apply, and explain state and local child support procedures.
- Research and extract factual information.
- Elicit information from hostile and/or uncooperative individuals.
- Independently analyze situations and factual information and take effective action.
- Communicate with and explain technical information to individuals from a wide variety of educational and cultural backgrounds.
- Perform arithmetic calculations and understand financial records.
- Prepare complete and concise oral and written reports.
- Organize and prioritize work assignments.
- Exercise initiative within the limits of assigned duties.
- Exercise tact, diplomacy, and flexibility.
- Assist and train newly assigned staff.
- Plan, organize, and review the work of subordinates.
- Maintain confidentiality.
- Establish and maintain effective working relationships.
- Operate computer equipment and computer databases and programs common to child support enforcement activities.

- May exercise lead supervision over newly employed staff or over cases requiring several staff members.
- May review case records for quality control, audit, or training purposes.
- May develop and conduct training sessions.
- May perform supervisory duties in the absence of a higher-level staff member.
- May perform State mandated functions, including but not limited to: ombudsperson, customer & community outreach, quality assurance & program improvement, training, Fair Hearing Officer, and/or media relations.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Federal and California laws and regulations pertaining to child support.
- Investigative principles and techniques.
- Sources used to locate individuals and assets.
- Effective and assertive interviewing techniques.
- Legal criteria for establishing paternity.
- Child support enforcement and collection procedures.
- Legal terminology and document processing as they relate to child support enforcement.

Ability to:

- Apply and explain Federal and California child support laws and regulations in complex situations.
- Understand, apply, and explain state and local child support procedures.
- Research and extract factual information.
- Elicit information from hostile and/or uncooperative individuals.
- Independently analyze situations and factual information and take effective action.
- Communicate with and explain technical information to individuals from a wide variety of educational and cultural backgrounds.
- Perform arithmetic calculations and understand financial records.
- Prepare complete and concise oral and written reports.
- Organize and prioritize work assignments.
- Exercise initiative within the limits of assigned duties.
- Exercise tact, diplomacy, and flexibility.
- Assist and train newly assigned staff.
- Plan, organize, and review the work of subordinates.
- Maintain confidentiality.
- Establish and maintain effective working relationships.
- Operate computer equipment and computer databases and programs common to child support enforcement activities.

MINIMUM QUALIFICATIONS (Education and/or Experience)

One (1) year of experience performing duties comparable to a Child Support Specialist II in a state or local government agency.

SPECIAL REQUIREMENT

Some positions may require possession of special language and culture skills as a bona fide qualifications standard. In these cases, candidates must demonstrate that they possess the required skills.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

CHILD SUPPORT ACCOUNTING SPECIALIST

CLASSIFICATION DEFINITION

Under limited supervision, the Child Support Accounting Specialist coordinates, supervises and participates in the work of the Department of Child Support Services accounting section; is assigned the specialized and complex work of developing, performing and maintaining accounting systems for departmental accounting functions; and performs related work as required.

This is a single position class in the Department of Child Support Services assigned specialized and complex work of developing and maintaining accounting systems for collection and payment distribution of child support and related obligations.

This class differs from the Account Clerk Supervisor I and II classes in that the Child Support Accounting Specialist may supervise the former classes as well as supervise Accounting Technicians, Account Clerks, and other accounting staff as assigned.

TYPICAL DUTIES

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

- Supervises, coordinates and evaluates the development and maintenance of accounting systems for the collection, disbursement and tracking of Department of Child Support Services accounting functions.
- Supervises clerical accounting and technical staff assigned to the accounting section; prioritizes, plans, assigns, trains, and reviews their work; manages and approves leave time; prepares performance evaluations; effectively recommends disciplinary action.
- Interviews and recommends selection of candidates for employment.
- Evaluates and participates in the development and maintenance of the accounting components and interfaces of the automated system.
- Advises and confers with management and staff regarding departmental accounting activities. Analyzes the department's accounting system and procedures and recommends modifications where necessary.
- Keeps management advised on developments in fiscal relationships between the division and other funding agencies; provides advice on methods of adapting budget programs, fiscal resources, and policies to meet changing organizational needs.
- Oversees and performs cost accounting and financial reporting work involving the Department of Child Support; maintains records of funds; balances, verifies and reconciles accounts, ledgers, and other fiscal records; prepares journal entries to reflect fund transfers and the establishment of new financial

transactions; prepares monthly, quarterly, and annual accounting and fiscal reports; prepares and analyzes periodic financial statements.

- Assists with the preparation and administration of the Department of Child Support Services budget; monitors fiscal appropriation, expenditures and revenues; confers with internal and external auditors regarding annual fiscal audits.
- Performs revenue forecasting; develops accounting systems for fiscal contract, monitoring, and reporting; assists management in establishing costs and resources for new programs, staff or services.
- Provides technical guidance and expertise to the accounting staff in the area of accounting and applicable laws and regulations.
- May personally carry a limited, select workload involving complex or sensitive functions; conducts special studies and provides other data, documentation, information, or special reports as required.
- May review and approve staff reports; compose accounting reports, documentation and responses to inquiries from outside agencies.
- Serves as custodian of departmental accounting records.
- May supervise non-accounting clerical and sub-professional staff.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of bookkeeping to include account adjustments, account reconciliation and fund transfers.
- Principles and procedures used to process intercept funds and manage contingency funds monies.
- Laws, regulations, policies, terminology, common documents, and typical procedures and processes related to Department of Child Support Services accounting requirements.
- Principles of supervision.
- Accounts receivable and payable, and financial record-keeping procedures.

Ability to:

- Gather and analyze data, draw logical conclusions, select alternatives and recommend an effective course of action.
- Train, assign, prioritize and evaluate the work of others.
- Communicate effectively orally and in writing; deal tactfully with the public and representatives from other agencies.
- Effectively deal with uncooperative or irate individuals.
- Read, understand and interpret the principles, laws and procedures involved in collections and distribution of funds as it pertains to the Department of Child Support Services regulations, collections and payment distribution; knowledge of applicable Federal and State mandated rules and regulations.

- Establish and maintain effective working relationships.
- Make arithmetic computations quickly and accurately.
- Prepare financial summaries and maintain ledgers and journals.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

Four (4) years of experience performing increasingly complex and progressively responsible clerical and technical accounting duties in a Department of Child Support Services or equivalent state or local agency accounting office;

OR

One (1) year of experience as an Account Clerk Supervisor I in a Department of Child Support Services or equivalent state or local agency accounting office.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

JUVENILE CORRECTIONS OFFICER

DEFINITION

To assist with the care, welfare, custody and rehabilitation of juvenile detainees in the County's juvenile detention facility; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy Chief Probation Officer or designee and Chief Probation Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists with planning, organizing and supervising a program of work, study and recreation for delinquent or emotionally disturbed detainees in the County's Juvenile Hall.

Oversees activities such as housekeeping chores, meals, arts and crafts, and sports.

Supervises visitor activities.

Issues clothing; provides for detainees' personal hygiene and health needs.

Instructs and maintains good discipline of detainees.

Remains alert for potential problems and takes measures to reduce tension and avoid violence.

Assists with the conduct of individual, group and family counseling and discussions.

Observes and records information on detainee behavior, attitude, appearance, interests and skills.

May assist Deputy Probation Officers in the development of treatment plans for detainees.

Assists with the admission and release of juvenile detainees.

May make field visits with deputy probation officers and assist in search and seizure, if required, with minors placed on home detention.

Contacts parents, Deputy Probation Officers, law enforcement personnel, and others as required.

Obtains and processes urine samples.

Maintains necessary logs and reports.

Performs general office work as required, including maintaining logs and records, preparing reports, attending meetings, copying and filing documents, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Behavior problems of juveniles.

Basic knowledge of the care and custody of juvenile detainees.

Health and personal hygiene methods.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Safe work practices.

Modern office procedures and equipment.

Ability to:

Learn, understand and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County / department policies and procedures.

Learn and apply the methods, procedures and practices used in the care, custody and detention of juveniles.

Respond constructively to juvenile detainee behavior problems, and gain their cooperation when possible.

Supervise a group of juvenile detainees in work, meal and recreational activities.

Learn to anticipate and prevent acts of violence to persons and property.

React quickly and calmly in emergency situations.

Understand and follow written and oral instructions.

Maintain detailed records and prepare routine reports as required.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and detention facility; worker occasionally drives on surface streets and dirt roads in isolated areas and may be exposed to traffic hazards, adverse weather conditions, extreme heat or cold, wetness, air contaminants, odors, fumes/dust, violence, above average noise.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment and detention facility. Requires the ability to sit at desk and intermittently walk, stand, run, bend, squat, twist and reach while performing office duties and/or juvenile supervision; lift and/or move up to 25 pounds of weight frequently and over 40 pounds of weight occasionally; perform simple grasping and fine manipulation. 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. Requires the strength and stamina to perform juvenile supervision duties, including restraining juveniles as necessary.

MINIMUM QUALIFICATIONS

Experience:

None required.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Possession of Juvenile Supervisor CORE certification required for permanent part-time and full-time positions.

Possession of or the ability to obtain within 40 work hours of appointment a valid CPR / First Aid certificate.

Must be at least 18 years of age at time of appointment.

Ability to pass a background investigation and psychological evaluation prior to appointment.

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.

JUNIOR ENGINEER

DEFINITION

To perform a wide variety of routine field and office civil engineering work which includes the preparation of plans, specifications and cost estimates for County public works projects; to review less complex engineering plans, specifications and land use proposals prepared by others; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level professional civil engineers.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs routine office and field engineering work related to the design, construction and maintenance of County roads, bridges, sanitation facilities and drainage systems, water systems and other public works projects.

Prepares and/or assists in preparing engineering calculations, specifications, estimates and contracts for public works projects.

Prepares project designs, drawings, maps, charts and diagrams using computer-assisted and manual techniques.

Directs, reviews and/or participates in the work of field survey parties.

May assist in gathering and analyzing data related to site drainage concerns.

May assist in determining project feasibility by analyzing structures, roads, highways and other project sites for economic, environmental, engineering, legal and other considerations.

Obtains permits for assigned projects.

Assists in inspecting projects under construction for compliance with regulations, plans and specifications.

Conducts and/or reviews routine field and laboratory tests of construction materials; prepares related records and reports.

Inspects damaged structures and estimates repair costs.

Assists in reviewing plans and specifications prepared by other agencies and private land developers for compliance with existing County regulations, codes and standards, and for adequacy of drainage and road improvements.

Reviews land development improvement plans for compliance with County codes, policies and standards.

Receives and responds to routine inquiries, requests for assistance, concerns and complaints from contractors, developers, property owners, other agencies, and other groups and individuals regarding division policies, programs and projects.

Represents the division at technical meetings and public gatherings as required.

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

EMPLOYMENT STANDARDS

Knowledge of:

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

County and department policies and procedures.

Theories, principles and practices of civil engineering, construction and land surveying as applied to public works projects.

Techniques and equipment used in surveying, engineering and construction work.

Strength, properties and use of engineering construction materials and methods of testing such materials.

Construction inspection methods and equipment.

Engineering mathematics.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing, computer-assisted drafting and design, spreadsheet preparation and database management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public/community relations techniques.

Ability to:

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

Understand and follow complex oral and written instructions.

Prepare basic civil engineering designs using computer-assisted and manual techniques.

Prepare accurate project drawings, maps, cost estimates and specifications.

Operate precision survey instruments.

Inspect construction projects and enforce compliance with all regulations, plans and specifications.

Perform routine tests and analyses on construction material samples.

Read, understand and interpret complex technical and legal documents, technical drawings and plans, maps and other data.

Review engineering plans and specifications prepared by others.

Establish priorities and work under stress to meet deadlines.

Prepare clear and concise technical and administrative reports.

Establish and maintain project files and records; prepare neat and accurate field notes.

Perform mathematical computations quickly and with accuracy.

Effectively use computers for word processing, database management, spreadsheet preparation and specialized engineering functions.

Interpret division projects and programs to the public.

Communicate clearly and concisely, both orally and in writing.

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

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, working at heights. Worker is subject to unusual fatigue from irregular working hours.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field inspections; traverse uneven terrain; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. 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 field 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:

None required.

Education:

High school or GED equivalency is required. Graduation from an accredited college or university with a Bachelor's degree in civil engineering or a closely related field.

Or

Experience:

Four years of engineering-related work experience preferably with public works projects.

Education:

High school or GED equivalency is required. Possession of a Certificate as an Engineer-in-Training.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

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 TECHNICIAN

DEFINITION

Performs a variety of administrative support staff duties which includes assisting with budget preparation, providing support in the County's personnel and risk management functions, and performing technical tasks in support of professional staff. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may supervise the work of clerical employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from lead staff or the County Administrative Officer.

May exercise supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs responsible, confidential work to support assigned department head or other County managerial staff.

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

Assists professional staff in recruitment and examination activities.

Reviews a variety of documents for accuracy and completeness.

Assists in developing and implementing office objectives, policies, procedures and work standards; maintains policy and procedure manuals.

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

Assists lead staff in the risk management function by preparing appropriate forms and reports and gathering information.

Reviews and processes incoming liability claims and accident/incident reports and determines the proper departmental assignment.

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.

Provides 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 funds, and preparing financial reports as required.

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

Completes special projects as assigned.

Collects and analyzes data for various surveys and studies.

Serves as liaison between the department head and the County's brokers, insurance carries, claim administrators, vendors, and other outside agencies.

Receives, records and reviews all work-related injury claims from County employees; assists in reviewing injury reports for completeness and consistency; gathers information from physicians, department staff and witnesses; provides employees with information about their rights and benefits under Workers' Compensation laws; assists in the preparation of incident investigation reports.

Supervises the work of assigned 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, business letter and report writing, and the use of computers for word processing and spreadsheet preparation.

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

Standard office management and clerical practices and procedures.

Basic principles of training and supervision.

Basic arithmetic.

Financial record-keeping and reporting methods.

English usage, spelling, grammar and punctuation.

Safe work practices.

Report writing and business letter preparation techniques.

Ability to:

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

Perform complex and varied clerical work involving considerable independent judgment.

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

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

Provide effective supervision and training as assigned.

Communicate clearly and concisely, both orally and in writing.

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.

Perform required mathematical computations with accuracy.

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

Gather and analyze data; prepare clear and concise reports, correspondence and other written material.

Understand and follow complex oral and written instructions.

Provide effective leadership and instruction as assigned.

Prepare and monitor budgets.

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

Education:

High school diploma or GED equivalent. Completion of 30 semester units of college level course work in public or business administration or a closely related field.

Experience:

Four years of increasingly responsible administrative, business or technical experience, including frequent use of a personal computer and word processing and spreadsheet software.

Substitution:

One additional year of experience can be substituted for the 30 semester units of college-level course work.

ADDITIONAL REQUIREMENTS

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

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.

EXECUTIVE ASSISTANT/COUNTY COUNSEL'S OFFICE

The office of the County Counsel is a unique department of the County and serves as the chief legal advisor to the legislative and executive offices of the County as well as to select Joint Power Agreements (JPA) of which the County is a member. The position of Executive Assistant will assist the County Counsel in providing legal support to all County departments, the Planning Commission and elected officials and over sixty special districts, committees, advisory, and ad-hoc committees. The office of the County Counsel consists of the County Counsel and the Executive Assistant.

DEFINITION

To perform a variety of specialized and technical duties using highly responsible, independent decision making and good judgment in planning, organizing, and coordinating the day-to-day activities and operations of the County Counsel's Office and to represent the department at County Counsel's direction at county government related activities. To serve as the department's office manager and as the County Counsel's confidential secretary; to assist the County Counsel with highly responsible and complex administrative and budgetary support; to assist in the preparation of civil cases, all related documents; to perform a variety of routine-to-moderately complex legal duties, and oversee routine contract renewal and processing. To ensure effective and efficient daily operations and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the County Counsel.

May exercise lead direction over lower-level clerical classifications.

EXAMPLES OF ESSENTIAL FUNCTIONS

Provides highly responsible legal, administrative and clerical support to the County Counsel and other professional staff and serves as the primary contact person for the office in the absence or unavailability of County Counsel.

Reviews agreements, correspondence, and lawsuits.

Conducts legal research and locates statutes and relevant case citations.

Plans, organizes and supervises daily activities in the County Counsel's office. Handles the County Counsels' daily calendar, schedules court appearances, appointments, meetings, and acts as liaison with the court and other departments.

Understands and complies with all court rules and policies, which govern paperwork filed with the courts.

Reviews all County Counsel purchase orders and contracts for services and supplies for conformance with adopted policies before County Counsel reviews same.

Serves as a liaison to county departments, county, and state offices that deal with the County Counsel's Office. Coordinates and monitors assigned multi-departmental operations, assisting department personnel to ensure compliance with policies, procedures and regulations.

Follows up on all legal documents and appearances required for the Public Guardian-Conservatorship-Public Administrator's Office.

Prepares ordinances and resolutions for a variety of departments, and drafts contracts for review by County Counsel.

Participates in selection of additional and/or part-time staff as requested by County Counsel.

Maintains and updates the County Counsel's library and all practice and procedure books.

Prepares departmental budget and is responsible for administration of departmental budget; prepares billing statements and reimbursement claims for services provided; maintains account balances; prepares payroll and salary actions; processes accounts payable and receivable; does collections on County Counsel's behalf.

Keeps track of revenues; bills other departments, special districts, courts.

Recommends and assists in the implementation of goals and objectives; implements policies and procedures of the County Counsel's office.

Performs general and confidential secretarial and administrative duties as needed, including but not limited to composing and preparing correspondence and reports, maintaining lists and logs, maintaining computer databases and files, conducting studies, researching and compiling information and data, maintaining files, etc.

Composes, types, edits, processes, copies, files and/or transmits various documents including but not limited to correspondence, legal notices, reports, rosters, memos, agenda items, resolutions, ordinances, contracts, etc.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, department heads, and various agencies.

Monitors and reviews ordinances, updates County Code, assists departments in the preparation of ordinances, and updates the County Code, including the copying and distribution of new updates.

Prepares confidential attorney/client documents.

Assists in highly confidential investigations and negotiations exercising discretion, tact, and good judgment in dealing with witnesses, other agencies and departments of federal, state, and county government.

Is the front line contact person for the County Counsel for public and media inquiries.

May perform Notary Public duties.

EMPLOYMENT STANDARDS

Knowledge of:

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

County and department organization, policies and procedures; must understand the relationship between the Board of Supervisors sitting as various agencies and the legal separation of the County and various JPAs.

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

Principles and practices of staff supervision, training and performance evaluations.

Basic legal research and writing methods; must have a working knowledge of or demonstrated ability to learn the requirements of public meeting law.

Legal terminology, letter writing, basic report procedures, and office practices and procedures.

Methods of filing and indexing documents; principles and procedures of record keeping.

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 case management.

Basic accounting and bookkeeping practices.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public/client relations techniques.

Ability to:

Understand, interpret, and apply pertinent rules and regulations, policies and procedures within guidelines established by County Counsel.

Use initiative and sound, independent judgment within established guidelines.

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

Provide training and supervision as assigned.

Establish and maintain cooperative working relationship with those contacted in course of work.

Notarize documents for County departments.

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

Prepare and administer assigned budget and maintain accurate financial records.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Respond appropriately, effectively and promptly to the needs of the public and other County departments.

Deal tactfully and effectively with the public and with others contacted in the course of work, including irate individuals.

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

Work with sensitive, confidential, and privileged topics.

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

Type dictation or perform speed note taking 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 weights of 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 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/administrative experience, three years of which must be at an executive secretarial or paralegal level preparing a variety of complex documents. Increasingly responsible budget experience.

Education:

High school diploma or GED equivalent, supplemented by course work in word processing, typing, bookkeeping and related business subjects. Completion of at least 30 units of college level course work in business, management, legal 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. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

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