

Administrative Clerk - Entry

Tahoe

Recruitment #2021-12202-02

SALARY	\$16.86 - \$21.05/hour; \$2,922.40 - \$3,648.67/month; \$35,068.80 - \$43,784.00/year
DEPARTMENT	Health and Human Services
JOB TYPE	Open - Tahoe Area
DATE OPENED	9/15/2021 5:00:00 PM
FILING DEADLINE	10/6/2021 12:00:00 PM
EMPLOYMENT TYPE	Permanent/Full Time (40 hrs/week) Temporary/Extra Help
WORK LOCATION	Tahoe (Carnelian Bay, Kings Beach, Tahoe City, Tahoe Vista, Truckee)
ADDITIONAL FORMS REQUIRED	Veterans DD214 (if applicable)
HR ANALYST	Erica Priddle

INTRODUCTION

Placer County is comprised of over 1,400 square miles of beautiful and diverse geography, ranging from the residential and commercial areas of South Placer, through the historic foothill areas of Auburn, Foresthill, and Colfax, and to the County's jewel of the North Lake Tahoe basin. Placer is a great place to live, work, play, and learn! For more information about Placer County, please visit www.placer.ca.gov.



POSITION INFORMATION

The current permanent, full-time vacancy is with HHS - Human Services Division in scenic North Lake Tahoe in our Carnelian Bay office. Primary job duties include: general reception duties, greeting customers, assesses the reason for the visit, answering phones and routing calls, receiving and registering applications, scanning and indexing, reviewing documents for completion, and other general administrative tasks that require front line customer service skills.

BENEFITS

Placer County offers a comprehensive benefits package to employees. The following information represents benefits currently available to permanent Placer County employees and may be subject to change. Applicants should inquire as to the most current benefit package during hiring interviews or by contacting the Human Resources Department.

[Click here to view General benefits](#)

For more information regarding the benefits Placer County has to offer, please visit Placer County's Human Resources website.

DEFINITION

To perform a wide variety of general clerical and routine secretarial duties related to the function and department assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Administrative Clerk series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Administrative Clerk - Entry class is distinguished from the journey level by the performance of less than the full range of duties assigned to the journey level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from management, professional or supervisory personnel, and may receive technical and functional supervision from secretarial or higher level clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES

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

- Perform general clerical duties related to assigned functional area.
- Type, proofread and process a variety of documents and forms including general correspondence, memos, and statistical charts from rough draft, recordings or verbal instruction.
- Act as a receptionist; answer the telephone and wait on the general public, giving information on department and assigned program policies and procedures.
- Issue, receive, type and process various applications, permits and other forms; register participants in County sponsored programs.
- Process bills and collect fees, permits and licenses; record payments and send delinquent notices as necessary.
- Operate standard office equipment including word processing applications as assigned; may perform duties on computer spreadsheet programs; operate stand alone, computer software programs as related to assigned area.
- Schedule inspections and/or other appointments as assigned.
- Attend meetings for the purpose of making notes; prepare and distribute meeting summaries.
- Perform a wide variety of clerical work including filing, billing, and checking and recording information on records.
- Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.
- Maintain a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports.
- Receive, sort and distribute incoming and outgoing mail.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

It is the responsibility of applicants to identify in their application materials how they meet the minimum qualifications listed below.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: No experience required. One year of clerical experience is desirable.

Training: Equivalent to the completion of the twelfth grade.

Required License or Certificate:

May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Principles of customer service and reception techniques.

- Basic office methods and equipment including filing and computer systems.
- Basic mathematical calculations.
- Basic computer software and keyboarding.

Ability to:

- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; perform simple grasping and fine manipulation; lift light weight.
- Intermittently review documents related to department operations; observe and identify problems related to duties; understand, interpret and explain department policies and procedures to the public and staff.
- Learn the organization, procedures and operating details of the County department to which assigned.
- Perform routine clerical work including maintenance of appropriate records and preparation of general reports.
- Verify and check files and data.
- Understand and carry out both oral and written directions.
- Perform routine mathematical calculations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn to use a personal computer and office equipment necessary for successful job performance.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Type accurately at a speed necessary for successful job performance

SELECTION PROCEDURE

Training & Experience Rating (50%)

Based upon responses to the supplemental questionnaire, the applicant's education, training, and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the eligible list.

Written Examination (50%)

The online examination has been tentatively scheduled for the week of October 25, 2021.

The written examination may include multiple choice, true/false, fill-in, matching, and/or essay type questions directly related to the required knowledge and abilities for this classification. Note: There will not be alternative or make-up exam date(s) scheduled. You will be notified of your scheduled examination date, time, and location after the posted filing deadline.

CONDITION OF EMPLOYMENT

Prior to the date of hire, applicants must undergo a fingerprint test by the Department of Justice, pass a medical examination (which may include a drug screening and possibly a psychological evaluation), sign a constitutional oath, and submit proof of U.S. citizenship or legal right to remain and work in the U.S. For some positions, applicants may also be required to submit proof of age, undergo a background investigation (which may include a voice stress analysis and/or a polygraph), and/or be bonded. Additionally, positions in law enforcement classifications and those supporting law enforcement functions will be required to complete a conviction history questionnaire prior to or during the interview process. Applicants for positions with access to Medi-Cal billing software or who are licensed providers must clear the Federal Exclusion List, credentialing, and social security verification. Failure to clear these requirements may result in an employment offer being withdrawn.

SUBSTITUTE LISTS

The eligible list resulting from this recruitment may be certified as a substitute list for a substantially similar classification. For this purpose, a substantially similar classification is one at a lower level in the same classification (example: entry level vs. journey level) and/or a similar classification (similar work performed,

similar training and experience qualifications required). If you are contacted for an interview by a County department, you will be informed of the classification and other relevant information. If you choose not to interview for a substantially similar classification, you will remain on the eligible list for which you originally applied.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please [click here](#).

EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), political orientation, or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.


SELECTION PLAN

Tentative Recruitment Timeline:

Week of 10/4/2021 - Minimum Qualifications Screening
Week of 10/11/2021 - Written Examination Invitations Sent
Week of 10/25/2021 - Online Written Examination
Week of 11/1/2021 - Eligible List Established

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	<div>👤 Apply Online</div>
View and print the Supplemental Questionnaire.	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .

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