



Administrative Assistant III
(MSS Title: Office Assistant III)

Countywide Promotional

Alpine County
Health and Human Services

Application Deadline Tuesday, October 4, 2016 at 5:00pm PST

Monthly Salary \$3,243 - \$3,942

Recruitment Type Countywide Promotional, Full-Time
This recruitment is only open to current probationary or permanent employees of Alpine County. Please note: Extra-help, limited-term, and/or temporary staff are not considered probationary or permanent employees.

Tentative Examination Date

Oral Examination Week of October 24, 2016

Examination will be held in Alpine County

Work Location Markleeville, California

Alpine County is an Equal Opportunity Employer

The Position

Under limited supervision, the Office Assistant III performs highly responsible, specialized, and technical office support activities; explains rules, policies, and operations related to department records, programs, and services; may serve as a lead-worker and provide training and work assignments to a group of office support staff; may conduct initial application screening interview and initiate cases through automated systems; and performs related work as required.

Minimum Qualifications

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

Two (2) years of full-time experience performing clerical duties in an office environment, including one (1) year at the journey level.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical examination and fingerprinting for a background investigation.

Knowledge and Abilities

The following may be tested in the examination.

Knowledge of:

- General office functions, procedures, equipment, and filing systems.
- General goals and purposes of department programs, services, and operations.
- English grammar, spelling, and punctuation.
- Standard formats and vocabulary used in business correspondence.
- Basic supervisory and training and development principles and practices.
- State, County, or Department computer systems.
- Word processing, spreadsheet, database, email, calendaring programs, and automated systems.

Ability to:

- Explain policies, procedures, and regulations governing program operations.
- Analyze situations involving complex rules and regulations and demonstrate good judgment when resolving differences.
- Provide effective verbal and written instruction to others.
- Prioritize, plan, and organize one's own work.
- Conduct interviews and record information simultaneously.
- Quickly and accurately enter and retrieve data using an automated data system.
- Identify and correct inaccurate or inconsistent information.
- Interact with individuals from various educational, socioeconomic, and ethnic backgrounds.
- Provide direction to and train subordinate staff.
- Work cooperatively as part of a team.

- Listen attentively and understand oral information provided.
- Maintain flexibility in daily activities and decision making.

Examination Information

MSS reserves the right to revise the examination plan. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination component may consist of an:

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Communication (Oral & Written)
- Computer Knowledge
- Confidentiality
- Decision Making
- Education, Experience and Training
- Initiative
- Interpersonal Relations
- Lead Work
- Office Procedures
- Planning/Organizational Skills
- Professional Development
- Safety

Examination Notification

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cpshr.us.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral examination for this position, please note the following: Prior to being scheduled for the oral examination, you may receive an email regarding scheduling an examination time from Merit System Services, mss@cpshr.us. If you do not respond to the email sent to you by the specified deadline, or you are not available on the specified examination date, you will not be scheduled for the oral examination.

Special Testing Arrangements

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact MSS at mss@cpshr.us or 916-263-3614 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

Foreign Education

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to MSS at 916-648-1211 or email them to mss@cpshr.us prior to the application deadline.

About Alpine County

Alpine County has the smallest population of all counties in California (about 1200 people in 1996), and is located along the crest of the Central Sierra Nevada Mountain Range. It is south of Lake Tahoe and north of Yosemite. It borders the State of Nevada to the east; neighboring California counties are El Dorado, Calaveras, Amador, Tuolumne, and Mono.

Most of the County's population is concentrated around the few mountain communities of Woodfords, Bear Valley, Kirkwood, and the county seat of Markleeville.

Since Alpine County has no incorporated cities, most public services are provided by county departments and agencies. The County's economy is based on recreation and tourism. Popular activities which can be enjoyed almost everywhere in the county include: hiking, fishing, photography, camping, boating, river rafting, horseback riding, downhill and cross-country skiing, snowmobiling, cycling, hunting, and climbing.

The Mission Statement of Alpine County's Health and Human Services Department is: To promote the dignity and well-being of Alpine County residents by providing strong social and public health services. Its Vision Statement is: Alpine County residents are healthy, safe and self-reliant.

How to Apply

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

The information you include on all recruitment and selection related documentation is an integral part of your examination and will be reviewed and evaluated based on the current job requirements. Only the education, experience, and training you list will be compared to the

criteria measuring the qualifications for this job, and only applicants with the most relevant education, experience, and training will be included in each phase of the selection process. ***Therefore, it is especially important that your responses to each component of this process be as complete and detailed as possible.*** Please be very careful to list all relevant education, experience, and/or training that should be taken into account for this job.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Please add emails with the extension of @cpshr.us to your safe sender email list (example: mss@cpshr.us). This will help ensure that you receive all MSS notifications. Periodically check your spam folder.

MSS is not responsible for emails that are not received, and examinations will not be re-scheduled as a result of emails not being received.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or Human Resources Department in the County.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cpshr.us

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS.

Please make a copy for your file.

This job bulletin will not be available online after the application deadline.

Please print a copy for your records.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Bulletin Issue Date: