Accounting Technician—Sheriff's Department

Hiring Range: $3,062—$3,369/monthly

Official County Applications Available at: www.co.yuba.org
View complete Class Specifications on the Human Resources & Organizational Services homepage

Final Filing Deadline:
Monday, February 27, 2017 @ 5:00 PM

The County of Yuba is currently recruiting for the position of **Accounting Technician** specific to the Sheriff's Department. Under general supervision, incumbents perform a variety of technical accounting work involving centralized payroll functions, billing, claims, accounts payable, tax billing and collection, financial and accounting support; research and compile a variety of statistical reports and submit to appropriate department, County staff or regulatory agency; monitor expenditures as they relate to the management of grants and perform other duties as assigned. Occasional instruction or assistance is provided as new or unusual situations arise, and incumbents are fully aware of the operating procedures and policies of the work unit. This is the journey level in the technical accounting series.

Examples of knowledge, skills, and abilities required for successful performance: Knowledge of policies and procedures related to the functional area(s) to which assigned; Business arithmetic, algebra, statistics and their applications; Applicable laws, codes and regulations; Financial recordkeeping and bookkeeping practices and techniques; Principles and practices of auditing financial documents and records. Skill in Performing technical, specialized, complex and difficult payroll, billing and other accounting support work; Interpreting, applying and explaining laws, codes and regulations; Analyzing budget, technical reports, financial statements, and spreadsheets; Organizing, researching and maintaining accounting and office files; Making accurate arithmetic calculations. Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times; Establish and maintain effective working relationships with those contacted in the course of the work; Use initiative and independent judgment within procedural guidelines. *This is a representative summary of the major duties and abilities. Please refer to the class specification for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications required for this position.*

EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Minimum: An Associate's degree from an accredited college with course work in accounting, bookkeeping, or a related field; and two years of experience at a level equivalent to the County's classification of Accounting Specialist.

Note: Candidates with strong experience who lack the degree are encouraged to apply.

Preferred: In addition to the minimum, additional years of experience as described above.

Special Requirements: Will be required to successfully complete an extensive and thorough background investigation which will include Live Scan fingerprinting and/or credit check prior to hire. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Licenses and Certifications: May be required to obtain and maintain throughout employment a valid California Class C driver's license within ten (10) days of employment.

Working Conditions: Generally a typical office environment.

BENEFITS AND COMPENSATION

MERIT INCREASE:	Typically 5% each year for the first 7 years	**DENTAL/VISION:**	The County pays 100% of the Basic Plan premium for employee only and 80% for dependent(s)
RETIREMENT:	Miscellaneous Classifications: New: 2% @ 57 Classic: 2.7% @50 (1/1/13 CalPERS Pension Reform)	**LIFE:**	County provides $50,000 in life insurance coverage
VACATION:	12 days for first 5 yrs. with incremental increases every 5 yrs. thereafter, up to 20 yrs.	**DEFERRED COMP:**	Voluntary Deferred Compensation plan(s) are available
HOLIDAYS:	An average of 13 paid holidays per yr. (this includes 2 floating holidays)	**EE ASST. PROGRAM:**	County paid confidential family wellness plan
SICK LEAVE:	Accrued every payroll period, up to 12 days per yr.		
HEALTH:	The County pays 90% of the Basic Plan premium for employee only and 70% for dependent(s)	**UNION AFFILIATION:**	YCEA
		FLSA STATUS:	Non-Exempt

Submit Completed Official County Applications to:
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

COUNTY OF YUBA

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento, and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities.

Statement of Commitment—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

APPLICATION/SELECTION PROCEDURES

TO APPLY FOR ACCOUNTING TECHNICIAN:

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports, and personnel history statement** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at www.co.yuba.org or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at:** http://ope.ed.gov/accreditation/search.aspx

APPLICATION SCREENING:

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted.*** All applicants will be given written notice regarding the status of their application and selection procedures. **The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County.** Please refer to the Employment Application Instructions, which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

Applicants must provide the following documents by the filing deadline:

- **Yuba County Employment Application (completed & signed)**
- **Diploma and/or Unofficial Transcripts**
- **Copies of Certifications**
- **Personnel History Statement (Miscellaneous Employee)**

MINIMUM QUALIFICATIONS:

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

EDUCATION AND EXPERIENCE:

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

WRITTEN EXAM:

Applicants who have successfully met the minimum qualifications must successfully complete the Cooperative Personnel Services (CPS) Account Clerk #4326 written exam with a passing score to continue to the next phase of the recruitment process. Written examination information is available at http://www.co.yuba.ca.us/departments/personnel/toobox.aspx. The results of the written exam will be weighted in establishing the employment eligibility list.

SKILLS TEST:

The examination process for this recruitment may include a skills test. The skills test is a computer based exam and may include items related to accounting, bookkeeping and financial recordkeeping. All candidates will receive further notification and instructions regarding the skills portion of the testing process.

PERSONAL HISTORY STATEMENT (PHS) - Miscellaneous:

Applicants will be required to complete a background packet (Personal History Statement). The PHS must be completed and submitted along with the employment application and other required documents by the final filing deadline. A preliminary review of the PHS will be conducted for each candidate to determine which candidates best meet the professional standard criteria adopted by the Department. The PHS is available alongside this announcement on the Yuba County website at http://www.co.yuba.ca.us/departments/personnel/Job%20Opportunities.aspx.

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TESTING ACCOMODATION:

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

VETERAN'S CREDIT:

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

WAIVER OF SELECTION PROCEDURES:

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

EMPLOYMENT ELIGIBILITY LIST:

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a maximum of one year from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

DEPARTMENTAL INTERVIEW:

The Health & Human Services Department, and the Treasurer-Tax Collector's Office will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

CONDITION OF EMPLOYMENT

All appointments to a position are contingent upon successful completion of the following items:

BACKGROUND INVESTIGATION:

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

IMMIGRATION REFORM AND CONTROL ACT OF 1986:

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

LICENSING AND CERTIFICATIONS:

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

AGENCY SHOP:

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

DISASTER SERVICE WORKERS:

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.