



Office Specialist

Hiring Range: \$2,642-\$2,907/month

Official County Applications Available at: www.co.yuba.ca.us

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

Final Filing Deadline:

Tuesday, February 21, 2017 @ 5:00 PM

The County of Yuba is currently recruiting for the position of **Office Specialist** in the Adult Services Division of the Health & Human Services Department. Under general supervision, incumbent to this position will provide difficult, technical, complex or specialized and responsible office support requiring extensive experience in the particular type of work involved, thorough knowledge of clerical methods and procedures of the office and/or program assigned, and the regular use of independent judgment, discretion and initiative; and perform related work as assigned. This is the advanced journey level in the clerical series.

Examples of knowledge, skills and abilities required for successful performance: Knowledge of policies and procedures of the department to which assigned; computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; business arithmetic; and specialized office administrative practices and procedures. Skill in performing technical, specialized, complex or difficult office administrative or secretarial support; implementing specified policies, procedures and computer applications related to the office to which assigned; and analyzing and resolving varied office administrative problems. Ability to communicate effectively and efficiently verbally and in writing; follow and issue verbal and written instructions; read and comprehend manuals and instructions related to assignment such as policies and procedures, training materials, code books, instructions for equipment and safety rules and procedures. *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.

TYPING CERTIFICATE REQUIRED:

Minimum Net of 40 wpm. Must indicate results from a five (5) minute test.

Minimum: Graduation from high school and three (3) years of general office support or secretarial experience at a level equivalent to the County's classification of Office Assistant I/II.

Preferred: In addition to the minimum, one year (30 semester units) of college course work with an emphasis in business practices or a related field, additional experience as previously defined and/or experience in the public sector. Certain positions may prefer increased typing accuracy and speed.

Special Requirements: Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire; specified positions may require off hours, weekend and holiday shift work; will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Licenses and Certifications: Specified positions may require the ability to obtain a valid California Class C driver's license within ten (10) days of employment, and maintain throughout employment.

Working Conditions: Generally a typical office environment.

BENEFITS AND COMPENSATION

MERIT INCREASE:	Typically 5% each year for the first 7 years	Dental/Vision:	County pays 100% of the Basic Plan Premiums
RETIREMENT:	Misc. See Pension Reform Link on Human Resources Webpage for additional information. Yuba County does not participate in Social Security.	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 year, including 2 floating holidays	EE ASST. PLAN:	County paid confidential family wellness plan
SICK LEAVE:	Accrued every payroll period, up to 12 days per yr	UNION AFFILIATION:	YCEA
HEALTH:	The County pays 90% of the Basic Plan premium for employee only and 70% for dependent(s).		

Submit Completed Official County Applications to:

Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

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 OFFICE SPECIALIST:

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** 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.ca.us 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—complete & signed**
- **Supplemental Questionnaire—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**
- **Typing Certificate (40 WPM)**

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.

TYPING CERTIFICATE:

Must submit a valid typing certificate indicating a speed of at least 35 net words per minute (wpm). The certificate must be a five minute test (internet and/or online tests NOT acceptable). Must be no more than twelve months old. The certificate must include the following information: Your first and last name, gross words per minute, number of errors, net words per minute, the name of the agency administering the test and the test administrator's signature. For additional details, refer to: <http://www.co.yuba.ca.us/departments/personnel/>

WRITTEN EXAM: (tentatively scheduled for 3/13/2017)

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

SUPPLEMENTAL QUESTIONNAIRE:

A completed supplemental questionnaire is an essential part of the examination process for this position. The responses will be reviewed for sufficient detail and will be rated according to pre-determined guidelines. Please include; 1) Places of employment; 2) pertinent dates; 3) duties performed, etc. when responding to the questions. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Any experience and/or training listed **MUST** be identified on your application. Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental questionnaire.

TESTING ACCOMMODATION:

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 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.