

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

## TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR  
P.O. Box 696, Bridgeport, CA 93517  
Telephone: (760) 932-5412  
Fax: (760) 932-5411

Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

### Fiscal & Technical Specialist III/IV

### Finance Department

Bridgeport, CA

FFD: 2/8/2013

### SALARY

**III: Range 59: \$3,542-\$4,305/month**  
**IV: Range 63: \$3,910 - \$4,753/month**

*Equal Employment Opportunity Employer*

## THE POSITION

**Under supervision, performs a variety of complex, specialized account, statistical, document processing, and technical record keeping and support work; reviews fiscal records, and assists public with accuracy and completeness of the information, assists others with department procedures and requirements.**

### **Typical tasks include, but are not limited to:**

- Assist in the annual tax roll turn over processing.
- Prior day reconciliation of all county banks reports.
- Balance and maintain records on all trust account activity.
- Receive and reconcile daily credit card receipts.
- Collect all unsecured tax collections.
- Collections officer for delinquent unsecured collection. File tax liens, process bank seizures, process state tax intercepts, process DMV registration holds, process personal property seizures. Maintain interest bearing and interest free installment agreements.
- Process secured, supplemental, escaped property tax batches.
- Daily reconciliation of all tax registers.
- Receive and verify over the counter cash deposits.
- Balance all daily cash deposits and deliver to the bank.
- Assist taxpayers both on the front counter and over the phone.
- Perform estimated taxes prior to Lot Line adjustments.
- Research and correct erroneous tax bills with the assistance of Assessor's Office and Auditor's Office personnel.
- Research and process tax collectors tax refunds.
- Maintain and report funds held in tax collectors suspense file.
- Utilize automated data processing systems and other office equipment; work continuously and accurately with figures.
- Good public relations and customer service techniques working effectively with managers, staff members and public.

## QUALIFICATIONS

### **Knowledge of:**

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations and transactions of the County & State.
- Government cost accounting and budgeting.
- Auditing theory, principles, and techniques, and their application to government finance.
- Budget development and control.
- Computerized financial management, property tax systems, as well as computerized spreadsheet, database, word processing software, 10-key adding machine.

### **Ability to:**

- Perform a variety of complex accounting and financial transaction work.
- Proficiently use a variety of computerized spreadsheet, word processing and data base software.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.

### **Training and Experience:**

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

Two (2) years of work experience in performance financial, statistical, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist II with Mono County.

**Physical Requirements & Working Conditions:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment: computer, telephone, calculator and FAX.

## THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at 760.932.5412. All completed applications will be considered. E-mailed or faxed applications will be accepted provided the application with the original signatures is postmarked by February 8, 2013.