



**The Position**

Working under close supervision, Vocational Trainee is the entry/trainee level in the Vocational Trainee/Vocational Assistant classification. Employees in this class receive in-service training, and are given detailed instructions in performance of a variety of support functions related to public assistance and social service programs. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to Vocational Trainee due to the nature of the work, employees are expected to promote to the Vocational Assistant after six months of satisfactory performance at the trainee level.

**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.

No specific education or experience requirements.

**Mono County**

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California's Sierra Nevada mountain range.

The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

**Vocational Trainee**

**Mono County**

**Department of Social Services**

Monthly Salary: \$2,386 - \$2,900

**Application Deadline:**

Friday, February 20, 2015

5:00 p.m. PST

**Tentative Examination Dates:**

Oral Exam: Week of March 9, 2015

Examinations will be held in Mono County

**Location:**

The resulting list will be used to fill vacancies in Mammoth Lakes, California

**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 and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.

## KNOWLEDGE AND ABILITIES

**The following may be tested in the examination:**

**Knowledge of:**

- General needs, problems, attitudes, and behavior of clients served by the agency.
- General goals and purpose of public social services programs.
- Modern office practices, methods, procedures, and automated systems.

**Ability to:**

- Exercise sound judgment when evaluating situations, initiating action, and developing alternatives within established procedures and regulations.
- Follow written and oral instructions.
- Maintain confidentiality of case files.
- Write clear and accurate reports.
- Make simple arithmetic calculations.
- Maintain accurate and systematic records.
- Communicate effectively with individuals from diverse socio-economic and cultural backgrounds.
- Establish and maintain cooperative working relationships with the public and staff.

## EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. 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 and Written)
- Education, Experience, and Training
- Interpersonal Relations
- Office Procedures

### **HOW TO APPLY FOR THIS EXAMINATION**

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](http://www.mss.ca.gov) and following the instructions.

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.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

#### **MERIT SYSTEM SERVICES**

241 Lathrop Way, Sacramento, CA 95815

Website: [www.mss.ca.gov](http://www.mss.ca.gov)

Email: [mss@cpsshr.us](mailto:mss@cpsshr.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.**

### **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](http://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@cpsshr.us](mailto:mss@cpsshr.us) prior to the application deadline.

### **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@cpsshr.us](mailto:mss@cpsshr.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 exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, [mss@cpsshr.us](mailto:mss@cpsshr.us), asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

### **SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at [mss@cpsshr.us](mailto:mss@cpsshr.us) within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

*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.*