



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE
FFD: Open Until Filled

Behavioral Health – Office Assistant I/II
Mammoth Lakes, CA

SALARY
39: \$12.97 - \$15.77/hourly
43: \$14.32 - \$17.41/hourly

The Mental Health Department is accepting applications for the full-time, benefitted position of Office Assistant I/II for the Behavioral Health Department in Mammoth Lakes.

Definition:

Under supervision, to perform a variety of office assistance and receptionist assignments, accounting, and statistical work in all County departments; to learn and provide a variety of information about Department policies and procedures; and to do related work as required.

Examples of Duties:

Serves as an office receptionist; provides specialized public assistance regarding the assigned department; learns and keeps a variety of financial, statistical, or other records. Specific duties include: (1) Answer multiple telephone lines, (2) schedule consumer appointments, (3) paperwork/chart filing, (4) take payments from consumers; and (5) Miscellaneous (Mileage on vehicles, on-call schedule, time-off calendar).

Desirable Qualifications:

Spanish Speaking Preferred.

Knowledge of:

- Basic knowledge of multiple line telephone system
- Scheduling software system
- Basic knowledge of how to write receipts
- Proper English usage, spelling, grammar, and punctuation
- Basic mathematics
- Policies and procedures of County and assigned department

Ability to:

- To give great customer service and be able to give accurate information to the public consumers
- Tactfully and courteously provide a variety of public assistance and to maintain confidentiality
- To answer phone calls and transfer successfully
- Learn and perform a variety of fiscal and technical services for the assigned department
- Make mathematical calculations quickly and accurately
- Learn to operate a personal computer and appropriate software
- Follow oral and written directions
- Establish and maintain cooperative working relationships

Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Training and Experience:

This is an entry-level in the Fiscal and Technical Office Assistant Class. When sustained work proficiency has been demonstrated and advancements proven, incumbents are qualified for promotion to an Office Assistant II. Any combination of training and experience which would provide the required knowledge and abilities are qualifying.

Special Requirements:

- Possession of a driver's license valid in California and a High School Diploma or GED

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Employment Opportunities website: www.monocounty.ca.gov

All complete applications received in our office will be considered. Faxed and emailed applications will be accepted.

Mono County Human Resources
P.O. Box 696 ~ Bridgeport, California 93517
(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov>
EOE/AAE/ADA