



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE: 02/19/2016	Fiscal & Technical Specialist IV <i>Permanent, Full-Time</i> Health and Human Services, Public Health Department Bridgeport, CA	SALARY FTS IV (Range 63): \$3910.00 - \$4106.00 / mo.
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Mono County is accepting applications for a permanent Fiscal and Technical Specialist IV now open in the Public Health Department in Bridgeport. This recruitment is to fill a vacancy.

Under supervision, provide technical and clerical assistance to Health and Human Services and Public Health Fiscal Staff, Public Health Director, and other Public Health staff. May perform accounting, statistical and specialized technical tasks; provide a variety of public information about Department policies and procedures; a variety of office assistance and reception assignments, do related work as required.

Examples of Duties (not limited to):

- Performs accounting and payroll tasks for the department.
- Provides accurate information to the public, other agencies and staff members in a prompt, courteous and tactful manner.
- Operates office equipment and personal computers, using spreadsheets, word processing, and other applicable software for data entry and health specific programs.
- Demonstrates good language and communication skills; follow oral and written directions,
- Files, copies, and assembles reports and documents as required;
- Establishes and maintains cooperative working relationships with department staff and others;
- Interprets and applies policies and procedures of the Department and work unit where assigned.
- Coordinates classes for health programs

Minimum Qualifications: At least three years of responsible office and administrative support work, including experience in a position requiring accounting and experience with substantial public contact.

Desirable Qualifications: Good public relation techniques; use of computerized information systems; be able to create and manipulate spreadsheets of varying complexity; be able to use word processing software at an acceptable rate to meet work production requirements; modern office methods and correct English and grammar usage. Ability to: gather and organize data and information, utilizing spreadsheets and databases; prepare clear, concise and accurate reports; perform a variety of office support, secretarial, and administrative detail work; identify, prepare and use a variety of documents and forms.

Special Requirements: Possession of a valid driver's license.

Training & Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

Selection Process: The selection process may include any of the following: application, a written test that includes math, typing test, and an oral interview (weighted 100%).

Application Process: For a job description and application contact the County Administrative Office at (760) 932-5412 or print from the website listed below. **Qualified** County employees that have attained permanent status will be given hiring preference.

All completed County applications received in our office will be considered. Emailed or Faxed applications will be accepted provided the application with the original signature is mailed to the address below.

Questions should be directed to Lynda Salcido Public Health Director at lsalcido@mono.ca.gov

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE
P.O. Box 696 ~ Bridgeport, California 93517
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