

County of Santa Cruz

INVITES YOU TO APPLY FOR:



ACCOUNT CLERK

Supplemental Questionnaire Required

Open and Promotional

Job # 23-CH3-01

Salary: \$4,236 – 5,292 / Month

Closing Date: Friday, May 26, 2023

THE JOB: Account Clerk is a journey-level class in the Account Clerk series. Positions are responsible for maintaining and processing financial records or transactions involving systems of moderate complexity. Work requires application of arithmetic skills and understanding of record keeping systems and related transactions. Incumbents are expected to use judgment in balancing and reconciling differences within the record keeping system and in solving most problems without assistance. Advice may be sought on unusual problems or policy matters. Work may involve contact with other employees, departments and the public, which requires providing factual information on procedures, rules and regulations. **The eligible list established from this recruitment will be used to fill current and future vacancies during the life of the eligible list.**

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

One year of experience involving maintaining accounting records. Formal education in bookkeeping or accounting of up to six months may be substituted for the required experience on an hour-for-hour basis.

Knowledge: Working knowledge of methods, practices and terminology used in accounting clerical work and of general office procedures. Some knowledge of the principles and practices of bookkeeping and of automated record keeping systems.

Ability to: Perform varied clerical accounting work involving a degree of independent judgment and requiring accuracy and speed; maintain records utilizing automated and/or manual systems; reconcile differences within the record keeping system using arithmetic skills and understanding of the record keeping system and related transactions; make arithmetic calculations accurately and rapidly; operate standard office equipment including computerized systems to enter and/or retrieve data; operate adding, calculating or bookkeeping machines; establish and maintain cooperative relationships with the public and others contacted in the course of work; understand and follow oral and written directions; quickly learn the specific operations of the office to which assigned; write neatly and legibly; learn medical terminology may be required for some positions; type at a moderate rate of speed utilizing word processing or a typewriter may be required for certain positions.



THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ACCOUNT CLERK - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. List any coursework you have completed in bookkeeping or accounting. For each course, list course title, school, number of units and type of unit (semester or quarter)

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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