

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## SENIOR ACCOUNT CLERK

Supplemental Questionnaire Required

Open and Promotional

Job # 22-CH5

Salary: \$4,557 – 5,768 / Month

Closing Date: Continuous

**LAST DATE TO APPLY: Continuous – Applicants are encouraged to apply as soon as possible. This recruitment may close once a sufficient number of qualifying applications have been received.**

**THE JOB:** Under general supervision, do varied and complex clerical accounting work in connection with interpreting and processing financial or statistical records, or in reviewing and verifying a wide variety of complex data regarding financial record keeping activities; and do related work as required. **This is a County-wide classification. The current vacancy is in the District Attorney's Office. The eligible list established from this recruitment will be used to fill any current and future full-time, part-time, substitute and extra help vacancies during the life of the 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:

Two years of experience involving maintaining accounting records or processing financial records that demonstrates application or possession of the required knowledge and abilities listed below. Formal education in bookkeeping or accounting of up to one year may be substituted for the required experience on an hour-for-hour basis.

**Knowledge:** Thorough knowledge of general office procedures. Working knowledge of methods, practices and terminology used in accounting clerical work; and automated and manual bookkeeping systems. Some knowledge of the principles and practices of bookkeeping; automated record keeping systems; and basic cost and budgetary accounting principles.

**Ability to:** Perform difficult clerical accounting work involving independent judgment and accuracy and speed; maintain complex records utilizing computerized and/or manual systems; reconcile differences within the record keeping system using arithmetic skills and understanding of the record keeping system and related transactions; assemble and organize data and prepare reports from such records; establish and maintain cooperative relationships with the public and others contacted in the course of work; operate standard office equipment including computerized systems to enter and/or retrieve data; operate adding,



calculating or automated bookkeeping machines; make arithmetic calculations accurately and rapidly; spell correctly; quickly learn the specific operations of the department to which assigned; write neatly and legibly; learn medical terminology may be required for some positions; and type at a moderate rate of speed utilizing a word processor or typewriter may be required for some 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](http://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, minorities 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.

#### **SUPPLEMENTAL QUESTIONNAIRE – SENIOR ACCOUNT CLERK**

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. In order to receive credit for formal education in bookkeeping or accounting, you must provide the following information: name of school, date attended, course title, number of units and whether semester or quarter.
2. Describe your experience maintaining and/or processing financial/accounting records. Please be specific about the software and or record-keeping systems used.

**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](http://www.santacruzcountyjobs.com)

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