



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

OFFICE ASSISTANT III/LAB TECHNICIAN

Application Deadline: June 24, 2008

DEPARTMENT: Health and Human Services
LOCATION: Bishop, CA
SALARY: Range 50 \$2466 \$2592 \$2721 \$2853 \$2998**

****BENEFITS:** CalPERS Retirement System (2% at 55) – employee contribution of 7% paid by Inyo County (EPMC reported as wages). Medical Plan – employee responsibility for employee and dependent monthly premium is 1% of base salary on PERS Choice plan; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Performs varied general clerical and reception duties.

ESSENTIAL JOB FUNCTIONS: Under general supervision and within a framework of established procedures, performs a wide variety of general clerical duties with occasional instruction or assistance; provides in-person and telephone reception duties and information dissemination; interfaces with a wide variety of professionals and members of the public; completes or types reports, legal documents, requisitions, contracts, lists, schedules, orders, notices; types letters from rough drafts, marginal notes, or verbal instructions; receives, routes, and places calls and directs clients; prepares agendas and takes minutes at meetings; receives, distributes, and dispatches mail; tabulates and checks columns of figures including simple statistical or accounting data; checks, maintains, and alphabetizes records or information for filing; operates office equipment, including personal computer, typewriter, photocopy machine, facsimile machine, and adding machine.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with three years of increasingly responsible clerical and reception experience. Experience in a public sector human services organization preferred.

Knowledge of: Correct English usage, spelling, grammar, and punctuation; office machines and equipment, including IBM-compatible computer hardware and software; appropriate telephone and public reception skills.

Ability to: Perform routine clerical work, including correct spelling, proper English usage, and simple

math calculations in a busy office environment; operate standard office equipment; learn the operation of lab equipment and associated quality assurance procedures; possess typing skill at a level to complete requirements of position; think quickly and respond appropriately to unexpected client behavior in the lobby; balance and prioritize multiple tasks at the same time; work cooperatively with other clerical, fiscal, and professional staff; perform detailed procedures accurately and timely; work cooperatively with those contacted in the course of work; must have ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

Special requirements: Must possess a valid operator's license issued by the California Department of Motor Vehicles; must successfully complete pre-employment background check and physical examination, including drug screen.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants, and may include a qualification screening, written examination, and oral interview

APPLICATION: Applications **must be received** no later than 5:00 p.m. on **June 24, 2008** (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Additionally, the County of Inyo has work sites located in Mono County. Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently assigned to another work site as deemed necessary by the Department Head.