



# THE COUNTY OF SUTTER

## Invites Applications for

OFFICE ASSISTANT II

CONFIDENTIAL

**\$17.31 - \$21.50/Hourly\***

**FINAL FILING DATE:**

**December 27, 2018**

### **County-wide Promotional Opportunity ONLY**

**THE POSITION:** The position of Office Assistant II – Confidential is a County-wide Promotional opportunity available to regular Sutter County employees only. Extra Help employees are not eligible to apply. The current vacancy is in the Human Resources Department and is on a 9/80 work schedule. *However, the eligible list established from this recruitment may be used to fill any future Full-time, Part-time or Extra-Help/Temporary opening(s) in this classification for up to nine months.*

\*The Confidential Unit receives a 3% differential pay (included in the salary indicated above) and 7 days of Administrative Leave per year in addition to other leave accruals. Up to 40 hours of unused Administrative Leave may be converted as a County Contribution to a County sponsored deferred compensation plan.

Under general supervision, performs a variety of general and/or specialized clerical work in support of the activities and operations of assigned County office. The individual selected for the current opening will be assigned to provide direct support for benefits, risk management, safety and training in the Human Resources Department.

***A typing certificate is required for the Office Assistant II-Confidential position & must be submitted with your Calopps.org application. The inability to type 45 w.p.m. is not a disqualifier from the Office Assistant II-Confidential classification as some positions do not require it.***

**PLEASE NOTE:** *Sutter County no longer accepts paper, faxed or emailed copies of: applications, resumes, licenses or certificates. A valid typing certificate meeting Sutter County's requirements must be submitted and attached to the Calopps.org application to move forward in the selection process.*

***(Please see typing certificate information on the third page of this Job Flyer)***

**JOB DUTIES:** Acts as receptionist; assists the public in person or by telephone; answers/screens telephone calls and takes messages; provides information/assistance to the public; explains and assists the public in particular departmental policies/procedures; checks in clients for appointments and schedule future appointments; operates equipment where routines and procedures are well defined and there is little need for interpreting instructions, including intercoms, telephone systems, and related machines and equipment; maintains, updates and accesses a variety of manual and computerized records and files; retrieves, prepares, enters, logs, records, tallies and files information; verifies accuracy of information and corrects when necessary. This position requires typing, word processing and/or data entry of lists, labels, and other materials, letters, memoranda, calendars and other materials from clearly defined sources; proofreads documents and verifies data on source documents before typing or entry, proof reads and edits; maintains confidentiality of sensitive matters and information; may prepare and input payroll for the assigned department; calendars items requiring action by self or others in the department; prepares or receives forms for billing or for use by clients or others in the department; assists clients in filling out forms; prepares and maintains lists and summaries from data compiled and records kept; takes and processes or routes information in person or on the phone; may perform initial screening for referral to appropriate department or county personnel; may provide information to clients according to department

policy; operates data entry equipment or computers using routines and procedures that require limited interpretation and application development and guidelines and restrictions are pre-established; produces statistical reports; operates a variety of office machines and equipment such as personal or mainframe computer, calculator, photocopier, fax, etc.; copies, sorts and collates a variety of materials as assigned; collects money and prepares deposits and receipts; may maintain inventory of departmental supplies and initiates requests for new or additional materials; acts as back-up to other clerical staff in their absence; and receives, opens, sorts and distributes incoming/outgoing mail and other materials according to readily identifiable department codes or instructions and may make deliveries to other county offices or events.

**MINIMUM QUALIFICATIONS:** The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

**Knowledge of:** Terminology used in the assigned department; modern office practices and procedures including filing and record keeping methods; basic mathematics; standard office equipment; basic computer applications and techniques; and clerical activities related to an organization's programs and operations.

**Ability to:** Establish and maintain effective interpersonal relations with clients, the general public and personnel at all organizational levels; communicate effectively both orally and in writing; maintain accurate records; operate standard office equipment; and utilize various software programs relevant to the position; shorthand may be required for some positions; some positions may require typing or equivalent data entry skill at 45 W.P.M.;

**Education and Experience:** Equivalent to the completion of twelfth grade; at least one year of clerical experience; or any equivalent combination of training or experience which provides the required skills, knowledge and abilities.

**Special Requirements:** *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry, shorthand, and/or use of calculators, ten-key adding machine, or use of other office equipment or supplies; may require the ability to operate a motor vehicle.

**License:** Must possess and maintain a valid Class C, California State Driver's License for some positions.

The recruitment process for this position includes completing an application, providing a valid typing certificate and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

**NOTE:** Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised 10/19/18

# A Typing Certificate

*is required for the Office Assistant II-Confidential position & must be submitted/attached with your CalOpps.org application.*

*The inability to type 45 w.p.m. is not a disqualifier from the Office Assistant II-Confidential classification as some positions do not require it, however a typing certificate must still be submitted.*

Sutter County **WILL NOT ACCEPT** typing certificates from online typing certificate companies.

Sutter County will only accept typing certificates from bona fide agencies provided they meet the requirements stated below:

**Each of these items must be seen or indicated on your typing certificate:**

- Your first and last name
- Agency Letter Head
- Signed and dated by test administrator **(Must be within one year of closing)**
- **Minimum 3 minute typing test (internet and/or online tests are NOT acceptable)**
- **Gross Words Per Minute including the number of errors and/or % of accuracy -OR- Net Words per Minute**

**If any of this information is not on the certificate, it will not be accepted.**

**Typing Certificates are accepted from the following:**

- **Employment Agencies (may be subject to fees)**
- **Other Counties**
- **One Stop Employment Services**

**Information on nearby agencies:**

Sutter County One Stop  
950 Tharp Road  
Building 1000  
Yuba City, CA 95993  
530-822-5120

\*\* Testing Administered:  
Monday-Friday  
9:00-5:00 pm

Yuba County One Stop  
Resource Room  
1114 Yuba Street  
Marysville, CA 95901  
530-749-4918 or 749-4893

\*\* Testing Administered:  
Monday-Friday  
8:30 - 5:00 pm

\*\* No appointment necessary

\*\* Schedule is subject to change please call to confirm.

## How Employees Apply for Promotional Only

### HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

[www.CalOpps.org](http://www.CalOpps.org)

### IMPORTANT NOTE:

**To Access and Apply for the Promotional Recruitment on CalOpps.org, Internal Promotional Positions are Only Posted to the Jobs Page on the Sutter County Internet Website**

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ [www.suttercounty.org](http://www.suttercounty.org)

Or contact

### **Sutter County Human Resources**

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail [hr@co.sutter.ca.us](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

### SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

### SUTTER COUNTY PERSONNEL RULES & REGULATIONS

**Section 12.1--Promotion:** A regular employee who is promoted to a position in a class with a higher salary range than the class from which he/she was promoted shall receive the nearest higher biweekly salary that provides the employee with a minimum of five percent (5%) increase in salary in the new salary range as of the date upon which the appointment becomes effective, except when such increase is in conflict with the longevity provisions herein. An employee who is promoted shall have no change in his/her anniversary date, except when such employee:

- (a) Is promoted to step 1 on the new range. However, if such employee would receive his/her merit increase at an earlier date had his/her anniversary date not changed, he/she shall have no change in his/her anniversary date.
- (b) Was at step 5 on the old range and is promoted below step 5 on the new range.
- (c) Was receiving the longevity pay bonus on the old range and is promoted below step 5 on the new range.

In such instances the employee shall receive a new anniversary date. The provisions of Section 13 shall be applicable in determining the eligibility of the employee for step increases within the higher salary range.

**Section 12.4--Return to Former Class:** Whenever an employee is returned to his/her former class following promotion, the employee shall receive that step of the range which he/she would have received had he/she never left the former class. The employee's anniversary date for step advancement shall not be changed—that is, as it originally was in the former class, and the employee shall be eligible for increases subject to Rules as if such employee never left the former class.

### **Section 14.2--Probationary Period Upon Promotion (Not applicable to Department Heads):**

A. General, Supervisory, Professional, Law Enforcement, Fire Safety, Confidential and Management Units, Deputy County Counsels and Assistant County Counsel: An employee with permanent status who is promoted to a position in a classification having a higher salary range shall serve a probationary period of twenty-six (26) biweekly pay periods before attaining permanent status in that position.

### **Section 14.3--Failure to Achieve Permanent Status after Promotion**

- A. General, Supervisory, Professional and Confidential Units: If the employee is not recommended for permanent status in that position, he/she shall be entitled to return to the position from which he/she was promoted, provided that he/she held permanent status in that position. The layoff procedure contained in Section 16 shall apply if the position from which the employee was promoted is filled. However, if the employee was not accorded permanent status for any reason other than the inability to perform the duties of the new position, and he/she is not restored to his/her previously held position, he/she shall be afforded the right of appeal in accordance with Section 18 of these rules.
- B. Law Enforcement, Fire Safety and Management Units, Deputy County Counsels: If the employee is not recommended for permanent status in that position, he/she shall be entitled to return to the position from which he/she was promoted, provided that he/she held permanent status in that position. The layoff procedure contained in Section 16 shall apply if the position from which the employee was promoted is filled. However, if the employee was not accorded permanent status for any reason other than the inability to perform the duties of the new position, he or she shall not be entitled to be restored to the position from which he or she was promoted.

***The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.***

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.