



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Account Clerk III

Stanislaus County - Various Departments

\$48,568 - \$59,051 Annually

Apply by June 4th, 2025 or after 150 applications received.

Bilingual candidates are encouraged to apply.

ABOUT THE COMMUNITY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 558,000 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle and walnuts being some of the featured industries.

The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta. Stanislaus County has a current year total budget of \$1.6 billion and over 4,700 positions within 27 agencies and departments.

A photograph of two women walking through a library or office hallway. The woman on the left has grey hair and glasses, wearing a dark top. The woman on the right has blonde hair and is wearing a purple top. They are both smiling and looking at each other. The background shows bookshelves and a modern interior.

5 Reasons to work at Stanislaus County

Becoming a community of choice, where people live, work, and thrive - a place worthy of calling home.

Make a difference in the community

Join an incredible team committed to making a real difference in our community. As an accountant for the county, your work will have a crucial role by ensuring the effective management of resources across various departments.

Build community partnerships and friendships through collaboration

By ensuring efficient financial management, you'll help various departments address community needs, from infrastructure and social services to public safety, making a meaningful impact on the well-being of the entire county.

Current employees shared that it's a great place to work

Caring and compassionate co-workers, positive work culture, growth opportunities, and great job security.

Grow your skills and be a good partner

Working for Stanislaus County provides a wealth of opportunities for personal and professional growth. As an accountant, you'll have the chance to sharpen your skills in data analysis, financial management, and strategic planning while becoming a trusted partner across various departments.

Be part of something bigger

Whether you're supporting critical services behind the scenes or helping identify the root causes of complex community challenges, working as an accountant for the County allows you to be part of something bigger.

THE POSITION

Stanislaus County is looking for enthusiastic accounting professionals to join our team. The Account Clerk IIII classification can be found throughout our 27 departments. This recruitment is being conducted to fill multiple full-time and part-time vacancies within Stanislaus County and establish an eligibility list to fill future vacancies throughout the County.

The Account Clerk III performs complex and difficult clerical accounting duties in accordance with established financial record-keeping practices and department policies and procedures. Assignments frequently overlap those given general clerical classifications; however, they are distinguished by the degree of mathematical, record-keeping, bookkeeping, and clerical accounting duties assigned. This position exists in various County departments and is subject to overtime, standby, holiday, shift, and callback assignments.

TYPICAL TASKS

- Post and balance department accounts;
- Receive and process fees for services;
- Compute charges based on fee schedules;
- Prepare and mail bills and notices;
- Monitor individual budget account expenditures;
- Maintain filing systems to ensure accuracy, easy access and propriety;
- Gather and organize information and data for required record keeping and reporting needs;
- Compile and collect data, and compute statistics related to department accounting records;
- Prepare routine notices, letters or memos in corresponding with clients, patients or the public;
- Maintain and prepare payroll records, petty cash and other special accounts;
- Prepare blue claims and requisitions, and follow up on their processing by other departments;
- Deal with the public in a tactful and courteous manner in corresponding to inquiries or complaints regarding department policies and procedures;
- Act as a lead worker by assigning, reviewing and evaluating the work of subordinates, and offering training when needed;
- Inventory supplies and reorder when necessary; and
- Code data on prescribed forms for computer input to maintain department records.

*Apply today
to join our team &
make a difference in
Stanislaus County*



*Scan the QR code to learn more about
Stanislaus County, or visit
www.stancounty.com*

MINIMUM QUALIFICATIONS

KNOWLEDGE

- Principles and methods of complex financial and statistical account clerical work;
- Basic principles of supervision; and
- Alphabetical and numeric filing procedures

SKILLS/ABILITIES

- Work in a standard office environment with manual dexterity necessary to perform the essential functions of this position;
- Operate various office machines (i.e., computer, fax, copy, microfiche, ten key);
- Perform complex mathematical computations;
- Understand and apply policies, rules and procedures related to departmental operation;
- Accurately compile data, compute statistics and balance accounts;
- Accurately maintain logs, filing systems, journals and ledgers;
- Deal with the public in a tactful and courteous manner;
- Accurately complete data on prescribed forms;
- Act as a lead worker by training and reviewing the work of subordinates; and
- Perform assigned tasks independently.

EDUCATION & EXPERIENCE

PATTERN I

- Equivalent to two (2) years of full-time general clerical experience involving: bookkeeping, statistical or financial record keeping, payroll or related duties. One (1) year must be at the journey level.

PATTERN II

- Equivalent to one (1) year of full-time journey-level clerical experience involving: bookkeeping, statistical or financial record keeping, payroll or related duties; AND
- Equivalent of one (1) year of full-time schooling in relevant college course work or business school training (24 semester units or 36 quarter units.)

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6341 to make other arrangements. Failure to submit proof will result in disqualification.



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera
app to watch the Employee Choice
Bonus Plan video!



Cash Payout

Redo that kitchen
or paydown debt.

It's all yours.



Leave Time

Take a little extra time
off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable
income and receive it later.

Why not?



STANISLAUS
COUNTY HUMAN
RELATIONS

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$48,568 - \$59,051 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually 12 paid holidays annually
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Human Resources to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Office Worker/Clerical Bargaining Unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday, and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: June 4, 2025, or after 150 applications

Written Examinations are tentatively scheduled the week of June 9, 2025

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.