ADMIN CLERK II
AND ADMIN CLERK II TRAINEE
Bilingual candidates are encouraged to apply

Salary Range
Admin Clerk II $15.26-$18.54 Hourly
Admin Clerk II Trainee $12.97 Hourly

Final Filing Date: September 29, 2017
GENERAL INFORMATION
This recruitment is being conducted to fill vacancies at the Community Services Agency and to establish an eligible list to fill future full-time and part-time vacancies throughout Stanislaus County. The Community Services Agency is planning a special hiring event to fill multiple vacancies. The event will include an orientation followed by a skills assessment; for those who pass the skill assessment, an oral exam will follow. The top ranked applicants will receive a conditional job offer the day after the event. (Prior to this applicants must also complete A CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE.) If you’re unable to submit your online job application, we will have a computer and staff available to assist you with completion and submission.

ABOUT THE DEPARTMENT
The Community Services Agency (CSA) provides a broad range of social services to the community. CSA is comprised of over 1,100 employees and has an annual operating budget of over $371 million. CSA partners with County government agencies and numerous community based organizations to create culturally responsive and accessible services. Over 308,000 residents receive services through CSA. The Agency is organized into three Divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; and (3) Finance and Operations.

ABOUT THE POSITION
The Administrative Clerk II and Administrative Clerk II Trainee performs a variety of typing and clerical tasks of average difficulty, under general supervision. This journey level position requires knowledge of departmental policies and procedures relative to office operations and performs with greater independence than the entry-level classification. Judgment and initiative in making decisions in accordance with established guidelines is required. Promotes a professional image by the efficient performance of a variety of business and clerical tasks designed to facilitate the smooth flow of work throughout the department. This position is subject to overtime, standby, callback, weekend, holiday, and shift assignments. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

SKILLS/ABILITY
• Deal with the public in a tactful and courteous manner;
• Operate a variety of computer programs;
• Accurately perform a wide variety of keyboarding and general clerical duties of average difficulty;
• Follow oral and written instructions;
• Type 45 wpm (net corrected) or data entry ability at a speed of not less than 7,000 strokes per hour (accurate and skillfully);
• Maintain clerical records and prepare reports of average difficulty;
• Interpret and follow County/Department procedures and policies;
• Multi-task, prioritize and problem solve; and
• Travel to various sites when necessary.

KNOWLEDGE
• Alphabetic and numeric filing procedures;
• Modern office procedures and equipment; and
• Proper usage of English grammar and punctuation.

CLASSIFICATION INFORMATION
Unless otherwise provided, this position is part of the Technical Services of the County and is assigned to the Technical Services 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. The probationary period does not apply to unclassified positions.

The tentative schedule for this recruitment is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 10, 2017</td>
<td>8:30 am</td>
<td>Community Services Agency, 251 E. Hackett Rd, Modesto, CA 95358</td>
</tr>
</tbody>
</table>
**EDUCATION AND EXPERIENCE**

**Pattern I**

- Equivalent of one (1) year of full-time, general office experience. Relevant college education or business school training may be used to substitute up to six (6) months of the required experience; **AND**
- Typing certificate, within four years, of 45 wpm (net corrected) from any temporary agency or comparable institution. The certificate must be a three to five minute timed test; **OR**
- Verification of data entry ability at a speed of not less than 7,000 strokes per hour (accurate and skillfully).
- **Applications without proof of typing speed will not be considered**
- Possess and maintain a valid California Driver's License.

**Pattern II “Trainee”**

This position is open to participants in the Welfare to Work Program.

- The position can be made at the Trainee level. For this recruitment, the Welfare to Work appointees will be selected at the Trainee level consistent with the County’s ‘Trainee’ provision. This means their appointment will be 15% below the salary assigned to the position they are filling.
- The person applying for this ‘Trainee position’ is not required to meet the minimum qualifications for the position for which they apply.
- Appointments under the ‘Trainee’ provision will be for up to 24 months. For successful performance and meeting the minimum qualifications, the Trainee will be considered for regular appointment.

**DESIRABLE QUALIFICATIONS**

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "duties" section of the online application.

- Bilingual in Spanish
- Welfare to Work applicants

**CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE**

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have five (5) working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

**TYPOGRAPHIC CERTIFICATE**

A typing certification (within four years) from the Department of Workforce Development, a temporary staffing agency, or a comparable institution is required to be attached to your application. **Internet typing certificates are not accepted.** The certificate must be a three (3) to five (5) minute timed test, net corrected of 45 words per minute (WPM). Typing certificates must be on agency letterhead, dated and signed by the issuing agency and have net words per minute listed. You may also fax to (209) 544-6226.
### CSA Vision
Safe, Healthy Thriving Communities

### CSA Mission
To serve the community by protecting children and adults and assisting families towards independence and self-sufficiency.

### CSA Values:
- **Trustworthiness**: Acting with honesty, integrity, loyalty, and keeping our promises
- **Respect**: Treating everyone with dignity and kindness
- **Responsibility**: Being Accountable for our actions and pursuing excellence
- **Fairness**: Treating others with impartiality and equity
- **Caring**: Showing concern for the well-being of others
- **Citizenship**: Obeying laws and regulations and caring about our community

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### APPLICATION PROCEDURES/FINAL FILING DATE
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.

### 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.

### RESUMES WILL NOT BE ACCEPTED IN LIEU OF A COMPLETED APPLICATION FORM
Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application form. 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.

### GENERAL QUALIFICATIONS
- Pass County-paid pre-employment drug screening and 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.

### EQUAL EMPLOYMENT OPPORTUNITY
The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

### RECRUITMENT ACCOMMODATIONS
Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form. [http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf](http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf)

### 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 Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Personnel.

### APPLICANTS MAY APPLY ONLINE AT:
[http://www.stancounty.com](http://www.stancounty.com)
Stanislaus County/Human Resources
1010 10th Street, Ste 6800
Modesto, CA 95354
209-525-6333
jobhelp@stancounty.com