



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

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FINAL FILING DATE: October 30, 2015

Tentative Date for Written Examination: November 2015

CLERK – EXPERIENCED LEVEL **Monthly Salary Range \$2,794 – \$3,466**

THE POSITION

Contra Costa County is seeking qualified individuals to fill current vacancies for Clerk – Experienced Level. Persons appointed to the Clerk – Experienced Level position work under general supervision in various departments and perform a variety of clerical tasks.

Applicants who successfully complete the examination process may be assigned to any of the operating departments located throughout Contra Costa County. Full-time, part-time, permanent/intermittent, weekend and temporary positions are available, and Clerks may be required to work various shifts.

Some positions may require proficiency in one or more of the following computer applications: Microsoft Word, Microsoft Excel or Microsoft Access, and candidates should be comfortable working with a Windows operating system. Hiring departments may require candidates to demonstrate skills in computer applications before appointment.

The eligible list established from this recruitment will remain in effect for one year.

Bilingual persons fluent in Spanish or other languages are encouraged to apply. A monthly salary differential of one hundred dollars (\$100) per month is paid to employees in assignments which require bilingual proficiency.

MINIMUM QUALIFICATIONS

Experience: One (1) year of full-time office clerical experience, or equivalent animal services related clerical experience. **(Please note: You must list in detail the clerical duties you have performed. We will not interpret particular job titles as automatically qualifying when evaluating your application.)**

Typing Skills: The ability to type at a speed of not less than 40 words per minute from clear manuscript or printed or typewritten copy. Employees who are in positions which do not require typing, or classifications which require typing at a lower speed, may be required to demonstrate their ability to type 40 words per minute before appointment, transfer or reassignment into positions requiring typing.

"A background investigation may be conducted on candidates prior to employment."

To be considered for typing positions, applicants must submit, with their application package, an approved typing certificate obtained in the past 6 months validating, in a five minute timed typing test, the ability to type at least 40 net words per minute. We will **ONLY** accept typing certificates issued by a temporary agency, Regional Occupational Program office, college or other accredited agency. Verification letters from employers or internet typing certificates will **NOT** be accepted. Online applicants must attach a scanned copy of an approved typing certificate.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description. Please see additional locations to apply on the reverse side of this announcement.
- 2. Written Examination:** A written test, consisting of multiple-choice questions, will be administered to all accepted applicants. Test items may consist of the following job-related dimensions: English Usage; Vocabulary; Record Keeping/Filing; Understanding Written Material; Reading Comprehension and Numerical Skills/Mathematics. Candidates must achieve a score of 70, which may be an adjusted score in accordance with the Personnel Management Regulations, in order to participate in the oral interview. **(Please note: study materials are not available through Contra Costa County Human Resources Department) (Weighted 100%)**

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: 10/26/2015 HRD

Exam Number: JWXB-2015A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

**CONTRA COSTA COUNTY
EXPERIENCED LEVEL CLERK (JWXB-2015A)
SUPPLEMENTAL QUESTIONNAIRE**

A completed supplemental questionnaire is required for this position.

This supplemental questionnaire will be used to identify your work preferences and to determine which candidates are interested in various types of clerical positions. Supplemental Questionnaires must be included with your application. Although you may submit a resume as an attachment, do not answer the Employment History section of the Employment Application by indicating "see resume".

Please note: Applicants must complete a Supplemental Questionnaire and attach a typing certificate obtained in the past 6 months validating, in a five minute timed typing test, the ability to type at least 40 net words per minute if interested in typing positions. We will **ONLY** accept typing certificates issued by a temporary agency, Regional Occupational Program office, college or other accredited agency.

Please note: The typing certificate **must** be scanned and attached to your online application.

1. Do you have one (1) year of full time office clerical experience, or equivalent animal services related clerical experience?
 YES
 NO

2. What shifts are you available to work?
 Day
 Evening
 Night
 Rotating shift
 Weekends

3. For what type of positions would you like to be considered? Indicate all that apply.
 Permanent Full-Time (Regularly scheduled 40 hours per week, full fringe benefits)
 Permanent Part-Time (Regularly scheduled less than 40 hours per week; prorated vacation, sick leave; eligible for medical/dental benefits; retirement plan)
 Temporary – Limited Term Employment (A limited period of time, paid on an hourly basis, eligible for paid time off if assignment exceeds one (1) year)
 Permanent Intermittent (Irregular, unscheduled employment on an on-call or per diem basis, paid hourly; must be available to work every other weekend; scheduled for one major and three minor holidays. Prorated vacation and sick leave; medical coverage available wholly at employee's expense)

4. What regions are you willing to work in?
 Central (Concord, Clayton, Martinez, Pleasant Hill, and Walnut Creek)
 West (Crockett, El Cerrito, El Sobrante, Hercules, Kensington, Pinole, Richmond, Rodeo and San Pablo)
 East (Antioch, Bay Point, Brentwood, Oakley and Pittsburg)
 South (Danville, San Ramon, Orinda, and Lafayette)

5. Are you interested in a typing position and have the ability to type at least 40 net words per minute from clear manuscript or printed or typewritten copy?
 YES
 NO

6. Do you have a typing certificate that is less than 6 months old issued by a temporary agency, Regional Occupational Program office, college or other accredited agency? If yes, you must attach a scanned copy of the approved typing certificate to your online application. **Please note: Letters of verification from employers or internet typing certificates will NOT be accepted as a substitute for a typing certificate.**

- YES (Please attach typing certificate to online application)
- NO

7. If placed on the eligible list, which departments do you wish to be referred to? (not checking a box means you **will not** be referred to that department)

- ALL DEPARTMENTS
- AGRICULTURE
- ANIMAL SERVICES
- ASSESSOR
- AUDITOR-CONTROLLER
- DEPARTMENT OF CONSERVATION AND DEVELOPMENT
- CCC FIRE DISTRICT
- CHILD SUPPORT SERVICES
- CLERK-RECORDER
- COUNTY ADMINISTRATOR
- COUNTY COUNSEL
- DISTRICT ATTORNEY
- EMPLOYMENT & HUMAN SERVICES
- HEALTH SERVICES
- HUMAN RESOURCES
- LIBRARY
- PROBATION
- PUBLIC DEFENDER
- PUBLIC WORKS
- SHERIFF
- TREASURER-TAX COLLECTOR
- VETERANS SERVICES

8. Applicants interested in employment in the Sheriff's Department will be required to complete and submit the **Contra Costa County Conviction History Form** and will be subject to a thorough background investigation, which will include a polygraph examination.

- I am interested in employment in the Sheriff's Department.
- I am **NOT** interested in employment in the Sheriff's Department.

9. Per Personnel Management Regulation (PMR) Rule 718, this eligible list may be used for alternative certification purposes to fill other clerical vacancies such as Information Systems Assistant I, Clerk-Beginning Level (typing), and Clerk-Beginning Level (non-typing). If you are hired permanently on an alternate certification, your name will be removed from the Clerk – Experienced Level list. Would you like to be referred on alternate certifications?

- YES
- NO- If responded no, your name will be referred **ONLY** for Clerk – Experienced Level positions.

10. If you marked "yes" on question #8 which classifications are you interested in?

- Information Systems Assistant I (\$2,737 - \$3,327/mo)
- Clerk Beginning Level-typing (\$2,322 - \$2,823/mo)
- Clerk Beginning Level-non typing (\$2,210 - \$2,688/mo)
- Any applicable positions.
- I am not interested in alternate certification.

11. I acknowledge that I am required to scan and attach a valid typing certificate that is less than 6 months old issued by a temporary agency, Regional Occupational Program office, college or other accredited agency if I am to be considered for typing positions.

YES

NO