



EMPLOYMENT OPPORTUNITY OFFICE SPECIALIST

Hiring Range: \$2,934 to \$3,228 / Monthly + Benefits
Extra Help Hiring Range: \$16.93 to \$18.62 / Hourly
(Bi-lingual Pay Assignments Additional \$75 - \$125/monthly)
****Anticipated 5% COLA Effective 07/01/2022**

The County is currently accepting Full-Time and Extra Help employment applications for the position of Office Specialist within the Administration and Finance division of Health and Human Services Department. Under general supervision, incumbents perform a variety of administrative, secretarial, and office support duties of considerable complexity, requiring thorough knowledge of the assigned department, division, or program, its procedures and operational details; provides administrative support to various department staff; composes and prepares correspondence using judgment in content and style; performs skilled word processing, data entry and organization, telephone and counter reception, processing of invoices, recordkeeping, statistical and technical report preparation, and filing; provides information to the public and County staff; and performs related duties as assigned. **Note: Office Specialist is a County-wide classification. The employment list established from this recruitment may be utilized to fill additional vacancies within the same classification in other departments including law enforcement departments such as Sheriff and Probation if they arise during the life of the Employment List.**

Ideal Candidate

The ideal candidate is knowledgeable in Business administrative policies and procedures, County and department programs, goals, and policies and procedures of the assigned department, applicable Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, principles and practices of data collection and report generation, method of preparing and processing various records, reports, forms, and other documents particular to assigned department or program, computer and Microsoft software programs to conduct, compile, and/or generate documentation, business arithmetic, including percentages and decimals. Skilled in the use of computer systems, software applications, and modern business equipment to perform a variety of work tasks. Composing correspondence independently or from brief instructions. Compiling and summarizing information and preparing periodic or special reports. Analyzing and resolving varied office administrative problems. Organizing, maintaining and researching office files.

Qualifications

Minimum: Graduation from high school and three years of general office support or secretarial experience at a level equivalent to the County's classification of Office Assistant.

Preferred: In addition to the minimum, one year (30 semester



units) of college course work with an emphasis in business practices or a related field, additional experience as previously defined and/or experience in the public sector. Certain positions may prefer increased typing accuracy and speed.

Special Requirements: Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire. Minimum Net of 40 wpm. Typing Certificate must indicate results from a five (5) minute test with at least the minimum net wpm required. Specified positions may require off-hours, weekend, and holiday shift work. Will be required to perform disaster service activities pursuant to Government Code 3100 -3109. The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of the Appointing Authority.

Additional Information: All applicants deemed qualified will be invited to participate in a required selection process. It is important to please check your e-mail regularly for communications throughout the recruitment process. Communications come from a CalOpps.org or co.yuba.ca.us e-mail server.

About Yuba County

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. Yuba County offers its residents the many advantages of a rural lifestyle away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating and skiing opportunities. Our County vision is to create a "golden" future for Yuba County by inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

TYPING CERTIFICATE REQUIRED W/ APPLICATION:

- ⇒ **Minimum Net 40 words per minute.**
- ⇒ **Must indicate results from a 5 min. test, testing agency, and no more than 12 months old (internet and/or online tests are NOT accepted).**
- ⇒ **Local applicants may contact Sutter or Yuba County One Stop to schedule a free exam.**
- ⇒ **Yuba County Exam Phone Number: 530-749-4850**
- ⇒ **Sutter County Exam Phone Number: 530-822-5120**

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7862

**Final Filing Date:
Open Until Filled**

For complete job details and to apply please visit:
<https://www.calopps.org/yuba-county>