

**WORKING CONDITIONS/BENEFITS:**

**Hours**—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

**Holidays**—11 holidays per year.

**Vacation**—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

**Sick Leave**—Allowance credited and accrued at the rate of one day a month.

**Bereavement Leave**—Max of 5 working days with pay per occurrence.

**Health Insurance**— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

**IRC Sec. 125 Plan**—Eligible unreimbursed healthcare and dependent care savings accounts available to all eligible, full-time, regular employees.

**Dental Insurance**—Coverage including orthodontia for employees and their dependents through Delta Dental Plan. The City makes a major contribution; the employee funds the balance.

**Long Term Disability Insurance**— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

**Life Insurance**—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

**Retirement**—Miscellaneous employees are members of the Public Employees' Retirement System. *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

**PROBATION:** Except for promotional appointments (6 month probation), all employees in this classification must successfully complete a one year probationary period.

**GENERAL INFORMATION**

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

**PHYSICAL REQUIREMENTS:** Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

**FILING APPLICATIONS:** File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed

applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

**TESTING:** If your application shows that you meet the established minimum requirements, you will be notified of the date, time and location of the examination(s) Written examination items are generally multiple choice and response are marked with a pencil on Scantron answer sheets. Oral examinations are conducted by a panel who interview candidates and evaluate their verbal responses to direct questions. An Employment List will be established on the basis of written, oral, and for some positions, performance examinations. Performance examinations are scored on a pass/fail basis; passing scores on the written and oral examinations are averaged to compute a Final Score. Modified Assessment Procedures may be conducted in addition to or in lieu of written/oral examinations. Successful candidates will be placed on the Employment List in rank order of Final Score without showing scores.

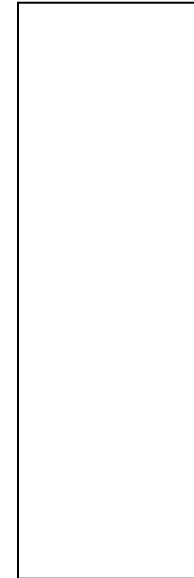
**VETERAN'S PREFERENCE:** Veteran's Preference will be allowed only on certain entry level examinations if the candidate passes both the written and oral portions, and only if the supporting documents are submitted prior to the oral examination. You may claim Veteran's Preference by submitting evidence of Honorable Discharge, that is, a DD214 or the equivalent.

**SPECIAL TESTING NEEDS:** If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

**APPOINTMENT:** As vacancies occur, a specified number of candidates will be certified in accordance with the Multiple Factor Certification procedure as set forth in *The Rules and Regulations of the Classified Service.* The names of certified candidates, interested in being considered for a vacancy, will be referred to the department in which the vacant position exists. The appointing authority makes the appointment. Generally, Employments Lists expire after two years from promulgation. An oath of allegiance to the United States and to the State of California must be taken before initial appointment to any position in the Classified Service.

**SALARY:** Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

**This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.** cs 07/15



HUMAN RESOURCES DEPARTMENT  
CITY OF DALY CITY  
295-89<sup>th</sup> Street, Suite 105  
Daly City, CA 94015

An Equal Opportunity Employer  
Minorities/Women/Disabled

Office: (650) 991-8028  
Hearing Impaired: (650) 991-8278  
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

ACCOUNT CLERK I/II

(Utility Billing)

(Civil Service, 40 hours/week)  
(Veteran's Preference Available)

SALARY:

\$2306-2421-2542-2669-2803 biweekly  
\$4996-5245-5507-5782-6073 monthly

*Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

FINAL FILING DATE:

Friday, July 31, 2020 OR  
Upon receipt of the first 200 applications-  
whichever occurs first.

<b>Written Exam:</b> TBA	<b>Oral Exam:</b> TBA
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Résumés are not accepted in lieu of a City of Daly City application.

Incomplete applications will not be accepted.

To apply online, visit [www.calopps.org](http://www.calopps.org)

## INFORMATION

### DEFINITION

**Account Clerk I: Under supervision, perform clerical work of difficulty in connection with preparing, maintaining or checking financial or statistical records; receive and receipt money; operate office accounting machines; do related work as required.**

Account Clerk II: Under general supervision, perform difficult and complex bookkeeping and financial clerical work requiring the application of sound financial record keeping practices; supervise the work of clerical assistants; do related work as required. Positions in this class require frequent use of a high degree of independent judgment and interpretative ability. Duties do not always follow standard routines; the employee recommends changes in methods and procedures when necessary. The class is required to have operating knowledge of financial systems and greater overall experience.

Positions in the Account Clerk II positions are flexibly staffed and normally filled from advancement from the Account Clerk I class, or when filled from the outside, require specific accounting experience. Appointment to this class requires the employee to be performing substantially the full range of account clerk duties and to meet the qualifications for the class. The class requires the ability to work independently exercising judgment and initiative and a greater knowledge of the City's financial system.

### EXAMPLES OF DUTIES

Either manually or through the use of computers, as appropriate, does responsible clerical accounting work in the maintenance of financial records, recording and checking

financial transactions, and preparing financial or statistical statements or reports; waits on counter; receives and receipts money; prepares records to open, change, maintains or closes utility accounts; performs routine arithmetical computations; issues business licenses and files various documents; reconciles invoices, requisitions and purchase orders; prepares payment authorizations; assists in preparing payroll, prepares purchase orders, meter books, cash receipts, journals vouchers and other routine data input for computer processing; operates adding machines; does routine typing of documents and precise computer data entry of financial data.

### MINIMUM QUALIFICATIONS

**Knowledge of: Account Clerk I level: Methods, principles, and terminology used in financial clerical work; and modern office practices.** Account Clerk II level: Methods, principles, practices and terminology used in complex financial accounting work; municipal bookkeeping principles; modern office methods and procedures.

**Ability to:** Perform clerical work of average difficulty; prepare basic financial reports, maintain journals, ledgers and complex files; operate adding and calculating machines; perform arithmetic computations rapidly and accurately; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Additionally, at the Account Clerk II level.; operate a personal computer, utilizing spreadsheet and word processing software; perform accounting tasks and operate office

machines used in accounting or statistical record-keeping work; prepare and analyze financial statements, invoices and reports; make arithmetical calculations readily and accurately; train and supervise the work of a group of clerical assistants; work cooperatively with others; understand and carry out general instructions and work independently.

### Experience:

**Account Clerk I: One year of clerical experience involving financial record keeping and general office work; six (6) months of experience using computer spreadsheets is desirable.**

Account Clerk II: Three years of experience in financial and general record keeping, including six (6) months of personal computer spreadsheet experience. Two years of college (60 semester units or 90 quarter units) can be substituted for one year of required work experience. Three (3) semester units or five (5) quarter units of college level computer course work can be substituted for the spreadsheet experience.

### Education:

**Account Clerk I: Graduation from high school or equivalent.**

Account Clerk II: Graduation from high school or equivalent and six (6) semester units or nine (9) quarter units of college level financial accounting course work. One year of additional experience may be substituted for the required college units.

### FILING INSTRUCTIONS:

#### **City of Daly City Prequalification Questionnaire for Account Clerk I/II**

To further assist in evaluating your qualifications, please complete the following

prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

### **Submit your application and prequalification questionnaire to:**

Human Resources Department,  
City of Daly City,  
295 – 89<sup>th</sup> Street, Suite 105,  
Daly City, CA 94015

OR apply online at:  
[www.calopps.org](http://www.calopps.org)

1) Do you have a high school diploma or equivalent?

Yes   
No

2) Do you have one year of clerical experience involving financial record keeping and general office work?

Yes   
No

Signature \_\_\_\_\_

Date \_\_\_\_\_