



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

COURT ACCOUNTING TECHNICIAN

RECRUITMENT WILL REMAIN OPEN UNTIL POSITION FILLED

SALARY RANGE: \$14.82 - \$18.02 Per Hour

FINAL FILING DATE: An official **Glenn County Superior Court** Application must be received in the Glenn County Personnel Department.

THE POSITION

Glenn County Superior Court is recruiting individuals to fill one regular full-time Court Accounting Technician position. The individual appointed to this position will perform paraprofessional accounting work in the maintenance of a departmental accounting system requiring the use and implementation of technical accounting principles and procedures. This position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Perform a variety of complex technical accounting duties in support of the assigned department's functions and specific accounting system, ensuring compliance with all applicable laws, regulations, and County policies and procedures. Assist supervisor in maintaining effective accounting control in daily financial/fiscal activities. Audit accounting records and reports for accuracy, completeness and compliance with policies and procedures as required. Prepare journal entries for a variety of department accounts; post entries to general ledger; reconcile balances; transfer funds as directed. Record and check financial transactions, updates, balance and reconcile financial statements. Prepare a variety of financial statements including worksheets, balance sheets, income statements and adjusting/closing balance sheets. Maintain departmental expenditure and revenue records. Research, prepare, and process accounts payable entries for court accounting and reporting system (CARS). Prepare financial and statistical reports on the status of applicable revenues and expenditures, which may include accounts receivable, accounts payable, tax rolls and tax funds, etc. Assist in the preparation of the departmental budgets; compile and review budget data, and prepare and balance budget schedules. Prepare a variety of accounting/statistical and routine reports, records and spreadsheets with accuracy and in a timely manner. Maintain petty cash funds. Calculate department payroll. Establish and maintain accounting records and files with accuracy. Perform specialized accounting work as assigned, which may include such duties as tax collection and reporting, preparing disbursements, maintaining automated accounting systems, monitoring and auditing inventory records, handling department procurement procedures, preparing and processing client/customer billing and collections, maintaining grant/loan program accounts and records, etc. Attend various staff, County and intra-agency meetings as required. Receive and respond to inquiries and requests for assistance from County staff, auditors, and the general public. Provide functional and technical supervision of lower-level accounting/clerical staff as assigned. Perform routine clerical work as required, including but not limited to typing reports, copying and filing documents, entering computer data, answering the telephone, greeting and assisting customers, etc. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Pertinent federal, state and local laws, codes and regulations. Principles and practices of bookkeeping and accounting. Principles and practices of government budgeting. Principles and practices of financial record keeping and reporting. Principles and application of data processing systems. Modern office procedures, methods and technology. Basic arithmetic. English usage, spelling, grammar and punctuation.

Ability to: Understand, interpret and apply pertinent federal, state and local laws, rules and regulations. Supervise and train assigned clerical staff. Prepare accurate and complete financial statements and reports from accounting data. Maintain a variety of financial records and files. Make mathematical computations quickly and accurately. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work.

TRAINING AND/OR EXPERIENCE

Experience: Three years of responsible technical and/or clerical accounting or bookkeeping experience preferably including one year in the reconciliation of governmental budget accounts.

Training: Equivalent to the completion of the twelfth grade, supplemented by courses in bookkeeping, accounting or a related field.

Substitution: Completion of 12 semester units or 18 quarter units in accounting from an accredited college or university may be substituted for one year of the required experience.

— continued —

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A, Willows, CA 95988-2739 (530) 934-6451

"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457

Website www.countyofglenn.net/personnel

SELECTION PROCESS: The selection process will consist of an application evaluation, oral examination, DMV/DOJ check, and fingerprinting process. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employees (temporary no benefits).

IMPORTANT: If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed, stamped envelope.**

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. SYCAMORE STREET, SUITE A

WILLOWS CA 95988

TELEPHONE (530) 934-6451

FAX (530) 934-6452 or 934-6457

TDD--No Voice (530) 934-6444

Website www.countyofglenn.net/personnel

6/27/08

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office.

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 12 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. The County pays the Employee contribution to PERS.

VACATION: 0 – 2 full years, 11 days; 3 – 12 full years, 16 days; 13 – 20 full years, 21 days; after 20 full years, 26 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.