



Trinity County Employment Opportunity

TRINITY COUNTY COOPERATIVE EXTENSION 4-H

ADMINISTRATIVE CLERK II

\$15.49 - \$18.83 / Hour

Approximately 10 hours per week

**This is a part-time, non-benefited position.
Applications will be accepted until the position is filled.**

ADMINISTRATIVE CLERK II

Definition:

Under general supervision, to perform a variety of office, administrative and general support work for an assigned County department or work unit. To greet office visitors and answer the telephone, provide information and refer visitors/callers to others. To operate and use computers and office equipment; and to do related work as required.

Qualifications:

Knowledge of:

Policies and procedures of the Department and unit where assigned. Good public relations techniques. Maintenance of files and information retrieval systems. Computers and software used in office and administrative support work. Modern office methods and procedures. Correct English usage, spelling, grammar and punctuation. Basic mathematics.

Ability to:

Perform a variety of administrative, office and general support work with minimal guidance and supervision. Read, interpret and apply policies, procedures and regulations. Follow oral and written directions. Type or use word processing software at an acceptable speed to meet production requirements. Gather and organize data and information. Maintain and update records and reports.

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Women, minorities and individuals with disabilities are encouraged to apply. Trinity County is an Equal Opportunity/Affirmative Action Employer.

Ability to (Continued):

Operate a computer and use department software in the performance of assigned work. Operate and use office equipment. Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned. Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of previous administrative, office and general support work experience comparable to that of an Administrative Clerk I with Trinity County.

Special Requirement:

None.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication. Use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST

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