



CIVIL SERVICE COMMISSION  
**COUNTY OF MADERA**  
ANNOUNCEMENT OF EXAMINATION

**ACCOUNT CLERK I**

**\$1793 - \$1883 - \$1977 - \$2076 - \$2180/Month**

**POSITION:**

Essential

Functions: Perform a variety of clerical accounting and statistical record keeping work involving the maintenance and processing of a variety of records.  
Provide information and assistance regarding inquiries concerning an assigned work area.  
Perform office assistance assignments.

**APPLICATION:**

Apply: Department of Human Resources, 4<sup>th</sup> Floor  
200 West 4<sup>th</sup> Street, Madera, California 93637  
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970  
24-Hour Job Line: (559) 675-7697  
Website: [www.madera-county.com](http://www.madera-county.com)

**FINAL FILING DATE: MAY 29, 2008** (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ***\*Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

**PHYSICAL:**

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

**EXAMINATION PROCESS:**

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ***\*Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

**EQUAL OPPORTUNITY EMPLOYER**

**QUALIFICATIONS:**

- Knowledge of: Basic principles and procedures used in clerical accounting record keeping and reporting.  
Principles of basic report preparation.  
Modern office practices, methods, and computer equipment.  
Principles and practices used in dealing with the public.  
Use and application of computer equipment and software programs relative to assigned area.  
Basic mathematical principles.  
Alphabetical, numerical, and subject matter filing systems.
- Skill to: Operate modern office equipment including calculating equipment.  
Type and enter data at a speed necessary for successful job performance.
- Ability to: Learn to perform the full range of Account Clerk duties including maintaining appropriate files and compiling information for reports.  
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Identify and reconcile errors.  
Accurately tabulate, record, and balance assigned transactions.  
Perform mathematical computations quickly and accurately.  
Meet and deal tactfully and effectively with the public.  
Respond to questions from the public and County personnel regarding policies and procedures for assigned area.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

TWO YEARS OF GENERAL CLERICAL EXPERIENCE PREFERABLY INCLUDING SOME FINANCIAL OR STATISTICAL RECORD KEEPING **AND** EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE.

**SPECIAL REQUIREMENTS:**

Essential duties may require the following physical skills and work environment:

Ability to work in a standard office environment.

***For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705 or by visiting [www.madera-county.com](http://www.madera-county.com).***

**BENEFITS:**

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), including an enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Account Clerk I

May 12, 2008  
(08-050)

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.**