



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

**DEPUTY AUDITOR-CONTROLLER**  
**\$5869 - \$6162 - \$6471 - \$6794 - \$7134/Month**

**POSITION:**

Essential

Functions: Assist with planning, organizing and coordinating the operations of a division of the Auditor-Controller's Department.  
Supervise professional, supervisory and other subordinate staff.

**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

**FINAL FILING DATE: JUNE 6, 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: Policies, operations, and functions of the County Auditor-Controller.  
Pertinent Federal, State, and local laws, codes, and regulations including laws, codes, ordinances, and regulations governing the financial operations of the County and other government entities.  
Principles and practices of government and commercial accounting including cost accounting and budgeting.  
Principles of public finance administration.  
Principles, practices, and techniques used in auditing, financial analysis, and research.  
Principles and procedures of financial and statistical record keeping and reporting.  
Spreadsheet and database applications and operations.  
Property taxation assessment, collection, and apportionments.
- Skill to: Operate modern office equipment including computer equipment.
- Ability to: Assist with planning, directing, managing, and overseeing assigned programs, functions, and operations of the County Auditor-Controller's Department.  
Analyze financial data, systems, and procedures to improve internal controls, efficiency of operations, and compliance with controlling statutes.  
Examine and verify financial documents.  
Prepare complex financial and budget statements.  
Communicate clearly, 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:

*FOUR YEARS OF INCREASINGLY RESPONSIBLE EXPERIENCE IN THE MAINTENANCE OF FISCAL RECORDS REQUIRING COMPREHENSIVE KNOWLEDGE OF GOVERNMENT AGENCY ACCOUNTING AND BUDGETING; AND EQUIVALENT TO A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ACCOUNTING, PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION, OR A RELATED FIELD; AND CERTIFICATION AS A CERTIFIED PUBLIC ACCOUNTANT IN THE STATE OF CALIFORNIA IS HIGHLY DESIRABLE.*

**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.

Deputy Auditor-Controller

May 5, 2008  
(08-039)

**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.**