

Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

June 2009

Assessor	1
Library	
Director - Libraries	2
Human Resources	
Assistant Director—Human Resources	2
Human Services	
Employment & Eligibility Specialist	2
Social Services Aide	
Clerical	2
Office Specialist	2



Fish Hatchery, Oroville
Photo Courtesy of Aaron Quin

Remember you must include transcripts and/or copies of the certification/registration/licensing (see Education and Training section on job application) if required by the minimum qualifications.

Butte County is accepting applications for Assessor

The Position (The salary for this position is \$123,770 annually):

The Assessor is a constitutionally elected official whose main duty is to set values on property. Fiduciary responsibilities encompass managing, planning organizing and directing all phases of operations in the Assessor's office for producing an annual assessment roll. The Assessor's office has the responsibility for annually assessing all property within the county. The Assessor is both a manager of employees and an administrator responsible for carrying out the rules and regulations imposed by property tax laws.

Education, Certifications, Experience

Must meet the requirements of the following:

Government Code Section 24002.5

A person may not exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.

Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate for the State Board of Equalization no later than 30 days after taking office. This section does not apply to any person holding office of assessor on January 1, 1997.

Please visit our website at www.buttecounty.net/personnel for the complete flyer including details on how to apply.

DIRECTOR—LIBRARIES

Summary: To plan, organize, and direct the County Library systems; and to perform related duties as required.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- A Master's degree in Library Science from an accredited school of librarianship
- Five (5) years of progressively responsible professional library experience, including at least two (2) years in a supervisory capacity.
- Valid State of California driver's license may be required.
- **Supplemental questionnaire must be completed and attached to the application at time of submission.**

Annual Salary	\$89,574-\$109,480
Recruitment Number	090150038
Filing Period	05/15/09 – 06/30/09

ASSISTANT DIRECTOR—HUMAN RESOURCES

Summary: Under general direction, assists the Director in the daily operations and management of the Department; counsels County management in the resolution of human resources issues.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Bachelor's degree in Human Resources, Public Administration, or related field.
- Five (5) years of professional human resource experience, including three (3) years supervisory experience
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.
- Valid State of California driver's license may be required.
- **Supplemental questionnaire must be completed and attached to the application at time of submission.**

Bi-Weekly Salary	\$3,195.31-\$4,282.03
Monthly Equivalent	\$6,923-\$9,278
Recruitment Number	091321041
Filing Period	05/22/09 – 06/26/09

EMPLOYMENT & ELIGIBILITY SPECIALIST

Summary: Under general supervision, determines the eligibility of applicants and recipients of the Department of Employment & Social Services (DESS) public assistance programs through interactive interviews and fact gathering; provides guidance and work plans to resolve employment barriers.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or equivalent GED.
- One (1) year of work experience as an Eligibility Specialist **OR** two (2) years in customer or clerical services interviewing or gathering information for business purposes..
- Valid State of California driver's license may be required.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of representation duties.

Bi-Weekly Salary	\$1,149.73 - \$1,540.74
Monthly Equivalent	\$2,491 - \$3,338
Recruitment Number	095344044
Filing Period	06/01/09 – 06/26/09

OFFICE SPECIALIST

Summary: Under general supervision, performs a variety of clerical office and office assistance support duties to create, store, retrieve, and archive files and records; updates computer database as directed, and assures the accuracy of the filing systems..

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or equivalent GED and two (2) years experience in clerical or secretarial duties. Associate degree or a Certificate of Achievement in computer applications, business management, office assistant or legal office assistant from an accredited college or university may be substituted for one (1) year of experience.
- Ability to type 40 net words per minute.
- Valid State of California driver's license may be required.

A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must be attached to the application at the time of submission. Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Agency Shop: Employees hired in this classification must either join the union or pa a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$876.26 - \$1,174.27
Monthly Equivalent	\$1,899 - \$2,544
Recruitment Number	091056045
Filing Period	06/01/09 – 06/26/09

SOCIAL SERVICES AIDE

Summary: Under close supervision, provides assistance to social workers by performing specifically assigned support functions in social services settings and client homes.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or equivalent GED.
- One (1) year of work experience in a public or private social services agency providing services to adults, children, and/or families.
- *Eligibility and Employment Specialist experience may substitute for the social service experience on a monthly basis.
- Valid State of California driver's license may be required.

Agency Shop: Employees hired in this classification must either join the union or pa a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	\$1,121.69 - \$1,503.17
Monthly Equivalent	\$2,430 - \$3,257
Recruitment Number	095337046
Filing Period	06/01/09 – 06/26/09

IMPORTANT NOTICES

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte County Department of Human Resources.

To meet immigration reform and control act requirements, prior to employment, all applicants must provide proof of identity and authorization to work. All Butte County classifications may require the possession of, or the ability to obtain by appointment date, a valid operator's license issued by the State Department of Motor Vehicles.

CONDITIONS OF EMPLOYMENT

Any final offer of employment, in any of the above-mentioned positions, will be contingent upon the applicant taking and passing a background investigation. Some positions may require a medical examination.

The medical examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities.

POSITIONS ASSIGNED TO THE SHERIFF'S DEPARTMENT

Any applicant who receives a conditional offer of employment from the Sheriff's Department must have successfully completed a departmentally approved background examination or investigation. This may include, but is not limited to a polygraph examination, financial history review, contact with relatives and references, and an employment history review.

AFFIRMATIVE ACTION POLICY:

The Civil Rights Act of 1964 as amended and the Butte County Affirmative Action Policy as adopted by the Board of Supervisors insures that no person shall be discriminated against in the application, selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age (40 to 70 years), or marital status. Persons who believe they have been discriminated against by the County in the application, examination, or selection process should contact the County Civil Rights Compliance Officer, (530) 538-7651, or file a complaint with the Department of Fair Employment and Housing.

Butte County is an Equal Opportunity Employer

Butte County's Equal Employment Opportunity Plan may be reviewed at the Department of Human Resources located at 25 County Center Drive, Oroville, CA. Applicants with special needs may make arrangements by contacting the Human Resources Department at (530) 538-7651/TDD (530) 538-6833. We appreciate your support in furthering our commitment to equal opportunity employment.

THE APPLICATION/SELECTION PROCESS

Applications will be accepted only during the open filing period. Applications can be obtained from the Department of Human Resources from 8 a.m. to 5 p.m., Monday through Friday. The Department of Human Resources must receive completed applications no later than 5 p.m. on the final filing date. Postmarks will not be accepted. Resumes will not be accepted in lieu of a properly completed Butte County *Job Application*. Applicants requesting special testing accommodation should notify the Department of Human Resources five (5) days before the scheduled testing date.

Applicants are screened on the basis of overall education and experience qualifications. Applicants meeting the overall qualifications may be

scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The recruitment process may include application review, written, oral, and/or performance examinations, and in some cases a physical agility test may be required.

Applicants will be notified by mail as to whether or not they have met eligibility requirements to further participate in the recruitment process. An original application must be submitted for each individual position applied. Be sure to state the position title on each separate application submitted. **Failure to provide any of the required information will result in the rejection of your application.**

The Butte County Job Application with a revision date of 03/2008 or later will be accepted. All prior revisions of the Application will be returned without review.

Job minimum qualifications may require an educational degree, certification, registration, or licensing. With the updated Butte County job application (3/2008), you must include transcripts and/or copies of the certification/registration/licensing (see Education and Training section on job application) if required by the minimum qualifications. Not submitting this documentation by the recruitment deadline will result in disqualification from that recruitment. If you're using a degree as a qualifier to reduce required experience, transcripts must also be provided.

BENEFITS

Employee benefits include a substantially paid medical, dental, and vision insurance plan for employees and dependents; County-paid term life insurance; a County-paid Employee Assistance Program for employees and dependents; and a competitive paid holiday, vacation, and sick leave program. In addition to participating in Social Security, the County pays the employee's share of the contribution to the Public Employees' Retirement System (PERS). Employees may also elect to participate in a cafeteria plan, deferred compensation programs, and supplemental life insurance.

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF BUTTE
25 COUNTY CENTER DRIVE
OROVILLE, CA 95965
RETURN SERVICE REQUESTED