Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

MAY 2009

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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.

Table Mountain
Photo by Aaron Quin

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) 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.

b) Not withstanding 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.

ELIGIBILITY SPECIALIST*

Summary: Under general supervision, determines the eligibility of applicants and recipients of Department of Employment & Social Services (DESS) public assistance programs through interactive interviews and fact gathering.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or equivalent GED certificate.
- One (1) year of work experience in customer and/or clerical services.
- Valid State of California driver's license may be required.

Bi-Weekly Salary	$1,094.33 - $1,466.52
Monthly Equivalent	$2,371 - $3,177
Recruitment Number	095346034
Filing Period	05/01/09 – 05/29/09

EMPLOYMENT CASE MANAGER*

Summary: Under general supervision, determines extent of clients' employment services needs, and develops individualized plans to assist clients to become employed and economically self-sufficient; provides casework services to clients with moderate social service needs.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or GED.
- Successful completion of 30 semester or 45 quarter units in Social Work, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field.
- Three (3) years of case management work experience in a public or private social services agency. Bachelor's degree in Social Work, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field from an accredited college or university may substitute for two (2) years of the required work experience.
- Valid State of California driver's license may be required.

Bi-Weekly Salary	$1,366.67 - $1,831.48
Monthly Equivalent	$2,961 - $3,968
Recruitment Number	095354036
Filing Period	05/01/09 – 05/29/09

EMPLOYMENT CASE MANAGER, SENIOR*

Summary: Under limited supervision, determines extent of clients' employment services needs, and develops individualized plans to assist clients to become employed and economically self-sufficient; provides casework services to clients with complex social services needs.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or GED.
- Successful completion of 30 semester or 45 quarter units in Social Welfare, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field from an accredited college or university.
- Four (4) years of case management work experience. A Bachelor's degree in Social Welfare, Sociology, Psychology, Child Development, Gerontology, Vocational Counseling or a related field from an accredited college or university may substitute for two (2) years of the required work experience.
- Valid State of California driver's license may be required.

Bi-Weekly Salary	$1,435.86 - $1,924.20
Monthly Equivalent	$3,111 - $4,169
Recruitment Number	095353037
Filing Period	05/01/09 – 05/29/09

LEGAL OFFICE SPECIALIST*

Summary: Under general supervision, performs a variety of legal clerical work to support the activities of the Butte County Probation Officers; involves review and analysis of information contained in legal files and records; updates the computer database; assures the accuracy of the filing systems.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- High school diploma or GED.
- One (1) year of legal clerical experience.
- Ability to type 40 net words per minute.
- **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.**
- May be required to possess a State of California driver's license and successfully pass a background investigation, fingerprinting, criminal and other relevant records checks.

Bi-Weekly Salary	$1,041.60 - $1,395.85
Monthly Equivalent	$2,257 - $3,024
Recruitment Number	097027035
Filing Period	05/01/09 – 05/29/09

LANDFILL MAINTENANCE WORKER*

Summary: Under close direction, performs unskilled and heavy manual labor tasks associated with landfill disposal operations.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- One (1) year experience as laborer and basic equipment operator.
- Valid State of California driver's license is required.

Bi-Weekly Salary	$876.26 - $1,174.27
Monthly Equivalent	$1,899 - $2,544
Recruitment Number	094348033
Filing Period	05/11/09 – 05/29/09

PSYCHIATRIST*

Summary: Under general direction, provides clinical assessments and treatment services to alleviate suffering in clients with behavioral health disorders.

Education, Experience, Certifications and Licenses (Minimum Requirements)

- Medical Doctor's degree required, and a valid Physician and Surgeon Certificate issued by the State of California Board of Medical Examiners.
- Must possess or be eligible for certification by the American Board of Psychiatry as a Psychiatrist; must remain active with all annual licensing requirements, and maintain a clear criminal record.
- Valid State of California driver's license may be required.

Bi-Weekly Salary	$4,582.86 - $6,141.47
Monthly Equivalent	$9,930 - $13,307
Recruitment Number	094125017
Extended Filing Period	03/02/09 – 05/29/09

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

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