



Monterey County Department of Social Services Administrative Services Assistant

Monterey County Department of Social Services is seeking enthusiastic applicants, who genuinely care about the community and its members, to fill a full-time Administrative Services Assistant position in Salinas, California. Under direction, the Administrative Services Assistant independently provides administrative services of limited scope scale or complexity, typically in a smaller division or department, or supports higher level administrative staff in more complex functions, and/or supervises a group of sub-professional staff providing support to a program or function. Examples of duties include: supervising subordinate staff; answering staff questions and preparing policy, informational, and office procedure documents to alert staff of upcoming program or system changes; reviewing automated system changes and preparing summaries for staff; providing support to department managers for special projects as assigned; conducting analytical studies, developing and implementing recommendations and new processes; preparing and/or reviewing a variety of reports to evaluate program efficiency and create forecasts, correspondence and documents; interpreting and applying policies and procedures; and overseeing the preparation, maintenance and reporting of a variety of records, data and statistics.

Ideal applicants should have working knowledge of social services administrative and business processes, automated computer systems and regulations for public assistance programs and services. Applicants should have the skill and ability to research and respond to questions from staff regarding complex regulations, policies and/or individual case situations to interpret, summarize and develop implementation instructions for line staff for regulatory and/or computer system changes.

The Administrative Services Assistant position provides ongoing opportunities for career advancement, training, and daily satisfaction. Careers with the Department of Social Services offer the opportunity to promote the social and economic self-reliance of individuals and families served by providing essential resources and services to low-income families, veterans, vulnerable children and adults, and disabled individuals. Monterey County Department of Social Services welcomes, values and encourages diverse voices, opinions, perspectives and backgrounds to foster an environment where all viewpoints are appreciated. The Department currently has a team of approximately 874 dedicated members serving Monterey County residents.



Monterey County is an Equal Opportunity Employer – Minorities, veterans, and persons with disabilities are strongly encouraged to apply. To learn more about the Department of Social Services, go to: <http://mcdss.co.monterey.ca.us/>

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Final Application Date: Friday, March 9, 2018 at 5:00 PM PST

MINIMUM QUALIFICATIONS

The knowledge, skills and abilities may be acquired through various types of experience, education, or training, typically:

Education: Equivalent to bachelor's level coursework in public administration, finance and budgeting, systems and procedures, or a related field.

AND

Experience: Two years of increasingly responsible administrative support and technical experience which included direct involvement in the provision of administrative services.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

ADDITIONAL QUALIFICATIONS

- The ability to speak, read and write Spanish in addition to English would be an asset in this position, but is not required.
- Employees who drive on County business to carry out job related duties must possess a valid CA Driver License for the class vehicle driven.
- The Department of Social Services will conduct a thorough background and reference check process which includes a Department of Justice fingerprint check.
- Employees must have and show their original Social Security Card and a valid CA Driver License or CA State ID on the first day of work.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.
- This list may be used for future vacancies in the department. Working evenings and weekends may be required for some positions. Working in various geographic locations within the county may also be required for some positions; therefore, candidates must meet their transportation needs to fulfill job duties and requirements.

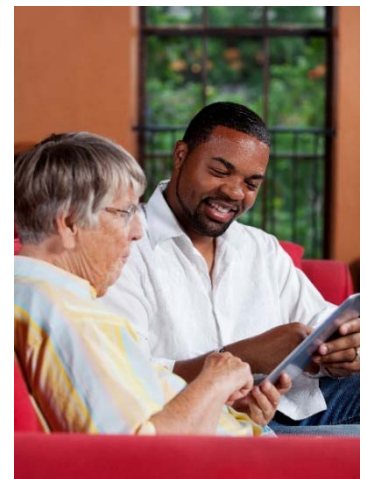
SALARY RANGE

\$4,938 - \$6,744/monthly

TENTATIVE EXAM DATES

Written Assessment: Saturday, March 24, 2018

Oral Exam: Week of April 16, 2018



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BENEFITS

For additional information, please visit <http://www.co.monterey.ca.us/personnel/Benefits.html#sheets>

LEARN MORE

For further information about the position click here:

<http://www.co.monterey.ca.us/personnel/documents/specifications/14C70.pdf>

For further information about the application and selection process, foreign degree equivalency, special testing arrangements, etc. click here: <http://www.mss.ca.gov/>

ABOUT MONTEREY COUNTY

Located on California's picturesque Pacific Coast, the County of Monterey is blessed with mild weather year-round and is home to miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and a bountiful valley. With a population exceeding 400,000, the County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. Boasting such world-renowned attractions as the spectacular Big Sur Coast, 17-Mile Drive, Monterey Bay Aquarium, Cannery Row, the Steinbeck Center, the Monterey Jazz and Blues Festivals and Pebble Beach - possibly the world's most famous golf course, it's easy to see why an estimated 4.3 million visitors a year make Monterey County their destination of choice.



In addition to a thriving tourist trade, Monterey County's economy is largely based on a vigorous agricultural industry. Known as the 'salad bowl of the nation' the Salinas Valley provides fresh vegetables and salad greens to the entire country. California's 16th largest county also provides many educational opportunities for its residents including California State University at Monterey Bay, the Middlebury Institute of International Studies, the Defense Language Institute (DLI), Presidio of Monterey, and the Naval Postgraduate School (NPS). All these factors combine to make Monterey County a healthy, economically diverse region eager to foster and sustain an enriching lifestyle for its residents.

HOW TO APPLY

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto https://secure1.cpshr.us/mss_jobs/JobListings.aspx and click "Apply Now!" for this position. The list of supplemental questions can be viewed by clicking on this link: [Supplemental Questions](#). **Note: Your application and any additional material become the property of CPS HR Consulting. Please make a copy for your file. This bulletin will not be available online after the application deadline.**

QUESTIONS AND CONTACT

CPS HR Consulting

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