

The Superior Court of California, County of Plumas

Account Clerk I

Part time Permanent

Hourly Rate \$13.32 – \$16.21 per hour

Plus pro-rated benefits

Under general direction, this specialized level position performs routine to moderately complex clerical and administrative duties related to the maintenance and processing of financial records.

Typical duties performed in this classification; however, other duties may be assigned or required.

- Post transactions and reconciles ledgers and other accounting records to the accounting system.
- Computes obligations and collects and verifies supporting documentation and approvals for payables.
- Prepares accounting systems documents (e.g., vouchers, warrants and claims for approval and distribution).
- Prepares price comparisons, obtains price quotes and orders office supplies and equipment.
- May review staff timesheets and enter monthly and quarterly report information.
- Assists in payroll processing and maintains designated human resource records

QUALIFICATIONS: Any combination of training and experience that would likely provide the required knowledge and. A typical way to obtain the required knowledge and abilities would be an educational level equivalent to a high school diploma or GED and two (2) years of full-time, paid clerical experience.

Part-time Permanent Position: Successful candidate will work twenty (20) hours per week. Hours will be agreed upon in advance. This is a permanent position with one year probation. Benefits are pro-rated based on hours worked.

FILING DEADLINE: 2/15/08 at 5 p.m.

It is your responsibility to provide specific, accurate, complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Plumas Superior Court application to:

Plumas Superior Court
Attn: Cynthia Williams
520 Main. St. Room 104
Quincy, CA 95971

For a more complete and detailed list of duties, a full job description is available at our website <https://plumascourt.ca.gov>.

Applications are available on our website and any of the 4 court locations.