



**RECRUITMENT FOR  
ACCOUNT CLERK I/ II  
(Fulltime – 40 hours per week position)  
Final filing date: April 9, 2012**

**Account Clerk I \$2573.73 - \$3135.60 per month  
Account Clerk II \$2839.20 - \$3452.80 per month  
(Plus benefits package)**

**Definition:**

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

**Distinguishing Characteristics:**

Incumbents in the Account Clerk series perform clerical level accounting functions and perform financial record keeping duties. The Account Clerk I is the entry and journey level and the Account Clerk II is the advanced level of the series. The Account Clerk I is distinguished from the higher level Account Clerk II class in that the latter may mentor, train, and assign work of accounting staff and/or perform more difficult and complex duties.

**Examples of Duties:**

*(Typical duties include but are not limited to the following)*

- Posts transactions and reconciles ledgers and other accounting records to accounting systems
- Balances daily collections, reconciles with general ledger and deposit funds
- Computes obligations and collects and verifies supporting documentation and approvals for payables
- Prepares accounting systems documents (e.g., vouchers, warrants, checks) for approval and distribution
- Prepares price comparisons, obtains price quotes and orders office supplies
- Prepares third party vendor payments in the court's payroll system (deferred compensation, life insurance, etc.)
- Assists in payroll processing
- May review staff timesheets and enter monthly and quarterly report information

**Qualification Guidelines:**

Account Clerk I: Possession of a high school diploma and one year of clerical accounting experience.

Account Clerk II: Possession a high school diploma and three years of clerical accounting experience.

**Knowledge, Skills and Abilities:**

- Basic accounting principles, practices and terminology
- Standard computer business applications
- Cash control procedures
- Receivables and payables
- General ledger maintenance and reconciling
- Understand and use information technology systems and applications
- Make arithmetic calculations with speed and accuracy
- Operate basic office equipment
- Prepare reports and maintain records in accordance with law, policies and standard practices
- Maintain confidentiality
- Communicate effectively, both orally and in writing
- Establish and maintain effective and courteous working relationships with members of the public, staff and other agencies

**Other Requirements:**

- Possession of a valid California Driver's License issued by the Department of Motor Vehicles may be required.
- Passing a background and/or criminal records check

**Typical Physical Requirements:**

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination, lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range, verbal communication, use of office equipment, including computer, telephone, calculator, copiers and FAX.

**Typical Working Conditions:**

Work is performed in an office environment; occasionally works outside; maintains continuous contact with the public and other staff.

**Judgment and Responsibility:**

Incumbents work under general supervision and perform established tasks in accordance with existing policies, procedures and standards. Incumbents exercise some independent judgment in balancing and reconciling data and solving routine problems. Incumbents must determine when to refer issues to higher level staff for consideration.

**Employment Eligibility:**

If you are selected for hire, the Plumas Superior Court will require verification of your eligibility or authorization to legally work in the United States.

**Benefit Package Includes:**

- Sick Leave – 15 days annually
- Vacation Leave – Begins with 2 weeks annually and increases with longevity
- Paid Holidays – 13 + 2 personal holidays
- Membership in Public Employees' Retirement System
- (2.5% @ 55 years – no current employee contribution)
- Health, Dental and Vision Insurance Plans
- Deferred Compensation Plans available

**To Apply:**

The job announcement and application may be obtained by contacting the Plumas Superior Court, 520 Main St., Room 104, Quincy, CA 95971 in person, by calling (530) 283-6232 or by downloading the application and job description from the Court's web site at [www.plumascourt.ca.gov](http://www.plumascourt.ca.gov)

It is important that your application show all relevant experience and education. Be sure to complete the application. A resume will not take the place of the application. The application must be signed and dated. All applications will go through a screening/review process and only the most qualified candidates will be selected to proceed to interview.

The completed original application must be received by the Court no later than 4:00 p.m. on Monday, April 9, 2012. Faxed applications will be accepted at (530) 283-6415 and MUST be followed by the original application postmarked no later than. Postmarks will not be honored unless the faxed application is received by 4:00 p.m. on April 9, 2012. All incomplete applications will be rejected.

**The Plumas Superior Court is an equal opportunity employer and does not discriminate in violation of applicable law.**

Reasonable accommodations will be made so applicants with disability may participate in the recruitment process. Please contact Court Administration at (530) 283-6016 well in advance of the interview for assistance.