

**Superior Court of California
County of Plumas
520 Main St., Room 104
Quincy, CA 95971
Phone: (530) 283-6232 FAX (530) 283-6415**

**RECRUITMENT FOR
ACCOUNT CLERK I/ACCOUNT CLERK II
(Fulltime – 40 hours per week position)**

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

Final Filing Date:

The Position

Under general direction, this specialized clerical level position performs routine to moderately complex clerical and administrative duties related to the maintenance and processing of financial records. This position is represented. This is the entry and journey level of the Account Clerk series. Incumbents perform clerical level accounting functions and perform financial record keeping duties. This class 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.

Typical job duties include:

- 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.)
- May review staff timesheets and enter monthly and quarterly report information
- Assists in payroll processing

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 adding machine and other basic office equipment
- Prepare reports and maintain records in accordance with law and standard practice
- 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

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, 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.

Qualification Guidelines

For this position an individual must possess any combination of training and experience that would likely provide the required knowledge and abilities. A desirable combination would be:

- A high school diploma or equivalent and at least one year of experience in performing routine accounting functions and financial records keeping for Account Clerk I or three years of performing routine accounting functions for Account Clerk II.

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

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. The Plumas Superior Court welcomes applications from all persons, regardless of race, color, sex, religion, age, national origin, ancestry, disability or marital status.

Policy of Nondiscrimination

The Plumas Superior Court does not discriminate on the basis of physical or mental disability in the admission to, or access to, or treatment of employment. Reasonable accommodations will be made to accommodate disabilities. Please contact Court Administration at (530) 283-6016 well in advance of the interview for assistance.

Benefit Package includes:

Sick Leave – 15 days annually

Vacation Leave – Begins with 2 weeks per year 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 or by calling (530) 283-6232 or by downloading the application and job description from the Court's web site at 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 Friday March 1, 2013.** Faxed applications will be accepted at (530) 283-6415 and **MUST** be followed by the original application postmarked no later than March 1, 2013. Postmarks will not be honored unless the faxed application is received by 4:00 p.m. on March 1, 2013 . All incomplete applications will be rejected.