Contra Costa County California

Clerk-Experienced Level

Monthly Salary ($2,608 - $3,236)

OPEN July 22, 2013 through July 26, 2013

HUMAN RESOURCES

"WE ARE ABOUT PEOPLE"

***P**rofessionalism*

***E**xpertise*

***O**pportunity*

***P**artnership*

***L**eadership*

***E**xceptional Value*

Contra Costa County

Human Resources Department
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Contra Costa County was incorporated in 1850 and is one of nine counties in the San Francisco-Oakland Bay Area. It has one of the State's most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. Contra Costa County provides a full range of services through 22 County Departments with approximately 8,000 employees. The County's diverse economy provides many opportunities for future business and job generation, and the communities provide a wide range of recreational, cultural, and entertainment activities.

The Position

Contra Costa County is seeking qualified individuals to fill current vacancies for Clerk–Experienced Level. Persons appointed to the Clerk – Experienced Level position work under general supervision in various departments and perform a variety of clerical tasks. Applicants who successfully complete the examination process may be assigned to any of the operating departments located throughout Contra Costa County. Full-time, part-time, permanent/intermittent, weekend and temporary positions are available, and Clerks may be required to work various shifts. Some positions may require proficiency in one or more of the following computer applications: Microsoft Word, Microsoft Excel or Microsoft Access, and candidates should be comfortable working with a Windows operating system. Hiring departments may require candidates to demonstrate skills in computer applications before appointment.

Bilingual persons fluent in Spanish or other languages are encouraged to apply. A monthly salary differential of one hundred dollars ($100) per month is paid to employees in assignments which require bilingual proficiency.

Minimum Qualifications

Experience: One (1) year of full-time office clerical experience, or equivalent animal services related clerical experience.

Typing Skills: The ability to type at a speed of not less than 40 words per minute from clear manuscript or printed or typewritten copy.

Many vacancies in this classification require 40 words per minute typing. ***To be considered for typing positions, applicants must submit, with their application package, an approved typing certificate obtained in the past 6 months validating, in a five minute timed typing test, the ability to type at least 40 net words per minute.*** *A typing certificate may be issued by a temporary agency, Regional Occupational Program office, college or other accredited agency. Letters of verification from employers or internet typing certificates will NOT be accepted as a substitute for a typing certificate.*

PLEASE NOTE: Due to the nature of this large recruitment, early obtainment of a recent typing certificate no older than February 1, 2013 is highly recommended if interested in such opportunities. Please visit our website under "Job Seeker Resources" to view listings of typing locations in Contra Costa County as well as Frequently Asked Questions (FAQs).

ALL CANDIDATES SHOULD CAREFULLY REVIEW THE DETAILED JOB DESCRIPTION FOR THIS POSITION ON OUR WEBSITE www.cccounty.us/hr AND APPLY ONLY IF THEY CLEARLY MEET THE MINIMUM QUALIFICATIONS .