



Superior Court of California, County of Butte
One Court Street, Oroville, CA 95965
Phone: (530) 532-7013  Fax (530) 538-8567
www.buttecourt.ca.gov

The Superior Court of California, County of Butte invites applications for the following position

ACCOUNTING SPECIALIST

Hourly Salary Range: \$15.38 - \$18.70

Filing Period: 9-24-2016 through 10-14-2016

Position: Independently performs complex, highly responsible, clerical and technical accounting duties; prepares and maintains financial and accounting records; and performs related duties as assigned.

Representative Duties:

- Maintains assigned financial records
- Prepares financial statements, statistical reports, and balance sheets
- Analyzes and reconciles accounts
- Reviews budgetary control accounts and prepares budget estimates
- Assists in the implementation of accounting procedures, records, and systems
- Prepares a variety of accounting and statistical reports
- May verify fiscal documents
- May prepare transfers of appropriations
- Directs work performed by clerical staff

Employment Standards: Any combination of education & experience that would provide the required knowledge & abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- One year of experience in a Senior Level Accounting position within a governmental agency; OR
- Three years of responsible financial record keeping experience

Knowledge of:

- Purposes, methods, and practices of financial record keeping, accounting, and budgeting
- Accounting and auditing principles, practices, and procedures
- Modern office methods and procedures
- Functions of Butte Superior Court and relevant statutes and regulations governing operation of the Courts

Ability to:

- Prepare accurate financial summaries and reports
- Perform highly complex accounting and clerical work
- Make arithmetic calculations quickly and accurately
- Maintain complex records and analyze data
- Skillfully operate calculating and other accounting and fiscal record keeping machinery
- Work cooperatively with those contacted in the course of work

Special Requirements:

May be required to possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.

DESIRABLE SKILLS:

The ideal candidate will be detail-oriented and able to work independently; have an excellent working knowledge of accounts payable, procurement and general ledger; be proficient in Microsoft Excel and Word; be able to compile and analyze data; and have some college-level coursework in accounting or business applications.

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents, may be required to follow instructions and to perform other job related duties as may be assigned. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Human Resources Office.

Compensation:

Salary: \$15.38 to \$18.70. The stated salary range consists of 5 steps with approximately 5% between each step. Annual performance reviews are given which may advance the employee through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10, 15, 20, and 25 years of service
- Membership in CalPERS Retirement System: 2% @ 62 – new members; 2% @ 55 - classic members
- Choice of 4 CalPERS Health Insurance Plans (HMO / PPO)
- Dental & Vision Plans
- Basic Life Insurance provided by Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- ICMA Deferred Compensation Plan
- Flexible Spending Section 125 Account (health / dependent care)
- Employee Assistance Program

Application and Selection Procedures:

You can apply online or download an application from the Butte Superior Court's website at www.buttecourt.ca.gov. You may also request an application by contacting Butte Superior Court Human Resources at 530-532-7103 or HR@buttecourt.ca.gov.

Applicants must either apply online or submit a Superior Court Employment Application, and detailed resume to the Human Resources office by 4:00pm on Friday, October 14, 2016 to be considered. Additional attachments and/or supplemental documents are welcome; however, they will not be accepted in lieu of the required documents. Hard-copy applications may be dropped off at either Butte Superior Court location (1 Court Street in Oroville and 1775 Concord Avenue in Chico); mailed to the 1 Court Street, Oroville, CA, 95965; faxed to 530-532-7291; or emailed to HR@buttecourt.ca.gov.

The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. Applications must be complete to permit comprehensive review. It is important that your application show all the relevant education and work experience you possess, regardless of duration and including part-time and military service. Applications will be reviewed for minimum qualifications as listed in this job description. Applicants must meet all of the minimum qualifications for the classification by the time of filing.

All correspondence regarding the selection process, including scheduled test and interviews is sent via email. You are responsible for checking your email account on a regular basis to determine the status of your application.

The written exam for this position is tentatively scheduled for the morning of November 7th, 2016.

Pre-employment Policies and Other Requirements:

Candidates will be subject to a background and reference check, including fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986 using E-Verify.

This position requires, as a condition of continued employment, that the employee either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

Policy of Nondiscrimination

Superior Court of California, County of Butte, does not discriminate on the basis of mental or physical disability in its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte, encourages applications from all persons regardless of their race, color, sex, religion, religious creed, age, sexual orientation, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Court. Reasonable accommodation may be made in the testing procedure as well as the work site.