



**CITY OF FORTUNA
EMPLOYMENT OPPORTUNITY
ACCOUNT CLERK II/III
FULL-TIME**

SALARY:	Account Clerk II \$29,616.67 - \$36,033.21 per year Account Clerk III \$35,582.57 - \$43,291.64 per year
APPLICATION:	Submit Application Form to: City of Fortuna/Human Resources 621 11th Street Fortuna, CA 95540
FINAL FILING DATE:	Application Deadline is 4:00 p.m. on Friday, October 25, 2019

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION: Under the administrative supervision of the Finance Director and general direction of the Senior Account Clerk, to perform account and statistical recordkeeping work in connection with the maintenance and processing of a variety of records; to enter data and set up records for utility accounts, and business licenses; to take payments and issue receipts at a public counter; to answer and route incoming telephone calls; to interact with the public by responding to various inquiries and requests; to perform office assistance assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Account Clerk II is the full-time, entry level position in the Account Clerk class series. Incumbents have responsibility for a variety of account and statistical recordkeeping assignments, responding to customer needs at the public counter, and answering and routing incoming phone calls. Job assignments are performed with some guidance and supervision with the expectations that incumbents have the ability to ask questions and seek direction as needed in completing tasks. Work is performed under the administrative supervision of the Finance Director and general direction of the Senior Account Clerk.

Account Clerk III is the mid-skill-level position in the Account Clerk class series. Incumbents have responsibility for a variety of the mid-level accounting, financial and statistical recordkeeping assignments. Job assignments require substantial knowledge of the policies and procedures of the City of Fortuna's accounting functions.

Job assignments are performed with minimal guidance and supervision with the expectations that incumbents have the ability to choose among alternatives in completing tasks. Work is typically performed in a general office environment.

EXAMPLES OF DUTIES: Performs assignments required for the administration of the City's Finance department, including entry of data for City utility services, business licenses, and other charges; takes payments at a public counter and helps customers with problems; prepares daily cash reports and enters information into a computer system; sorts incoming mail and prepares daily outgoing mail; answers and routes incoming phone calls; assists with the preparation of financial and statistical reports; may assist with the compilation of budget information; learns the policies and procedures of the City Finance Department; performs a variety of general office assistance assignments; provides information to others; operates office and computer equipment.

SPECIAL CHARACTERISTICS

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Employees Association (FEA)

JOB REQUIREMENTS:

- There are no specific job requirements for this position.

EDUCATION AND EXPERIENCE: High School Diploma or GED required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be one year of responsible office assistance, preferably including background in maintaining financial and statistical records such as would be done by an Account Clerk I/II working for the City of Fortuna.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Safe work practices.
- Methods and practices of financial and statistical recordkeeping.
- Modern office practices and methods.

And Ability to:

- Maintain ongoing responsibility for an assigned area of the City’s financial recordkeeping system.
- Perform a variety of financial and statistical recordkeeping assignments.
- Operate computer, office, and calculating equipment.
- Make arithmetical calculations quickly and accurately.
- Follow oral and written directions.
- Deal tactfully and courteously with the public and other staff when explaining functions and policies of the work area where assigned.
- Establish and maintain effective working relationships. Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written instructions, policies, and procedures.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate or quickly learn to operate a personal computer using software applications.
- Use logical thinking and creative thought processes to develop solutions according to written directions oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Act with integrity, ingenuity, and inventiveness in the performance of assigned tasks.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.

EMPLOYEE BENEFITS

Salary	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for step increases annually.
Retirement	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 st tier applies to members employed prior to March 1, 2012. The 2 nd tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 rd tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. Miscellaneous: Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years) - The current 7% employee contribution is paid by the employee. Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years) – The 6.75% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
Insurance:	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 co-pay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2019-2020, the maximum employee contribution for full coverage for employee only is \$112.94 per month, employee + 1 is \$236.40 per month, and employee + two (or more) is \$337.64 per month. A variety of supplemental insurance coverages are also available through AFLAC
Assistance Program:	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
Deferred Comp:	ICMA, VALIC, and CalPERS deferred compensation plans are available to employees choosing to participate.
Vacation:	Two weeks after one year; three weeks after five years and four weeks after 10 years.
Holidays:	Ten paid holidays annually.
Sick Leave:	Accrual at the rate of eight hours per month
Other Benefits	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.	

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE COMMUNITY

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

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