



COUNTY OF FRESNO
invites applications for the position of:

DISTRICT ATTORNEY STUDENT WORKER (Extra-Help)

SALARY: \$9.00 /Hour
OPENING DATE: 10/16/15
CLOSING DATE: 10/29/15 04:00 PM

POSITION DESCRIPTION:

Are you a current college student who is looking for a rewarding job experience? The Fresno County **District Attorney-Public Administrator's Office** is recruiting for the position of **District Attorney Student Worker**. If you are someone who is highly organized, dependable, trustworthy, and possesses professional office skills, you are encouraged to apply.

As a condition of employment, the Fresno County District Attorney-Public Administrator's Office requires candidates to undergo and pass a personal background investigation. The background investigation includes employment/credit history, arrest/criminal records, drug/alcohol use, reference/neighborhood check and personal conduct. This list is neither inclusive nor exclusive; other relevant areas may be investigated and verified.

Note: Temporary (extra-help) employees are paid an hourly rate for actual hours worked, are not entitled to benefits, do not obtain permanent status and serve at the will of the department head.

Positions in this classification are in MEDICAL GROUP I - Light Physical Activity (Personnel Rule 8). This group includes positions which require only light physical effort and may include lifting of small, light objects and some bending, stooping, squatting, twisting, and reaching. Considerable walking or standing may be involved.

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this extra-help classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Produces a variety of documents using word processing software.
- Storing, retrieving, editing, organizing and printing a variety of documents.
- Sorting and retrieving data in alphabetical, numerical, or chronological order from both paper and electronic databases.
- Answers telephones and refers calls to appropriate staff member or takes messages.
- Runs errands to various office locations as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Proper usage of modern office machines and equipment, including personal computers and software applications such as Microsoft Office products;
- Correct English usage, grammar, punctuation, vocabulary, and spelling;
- Alphabetical and numerical filing methods;
- Modern office methods and practices.

Skills/Abilities to:

- Communicate effectively both orally and in writing;
- Maintain files and records;
- Maintain confidentiality;
- Understand and carry out oral and written instructions;
- Learn and apply office procedures and rules;
- Operate personal computers and other office equipment;
- Establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

Education: Must be a student enrolled in an accredited college or university that is acceptable within the United States. **(Be sure to fill out the education section of the application completely. Incomplete education information will result in your application being rejected.)**

Please Note:

- Applicants must meet the minimum qualifications for this position by the filing deadline.
- College/university transcripts may be requested to verify current enrollment.
- Completed Fresno County application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).
- Resumes are not accepted in lieu of a completed application.

SELECTION PROCESS:

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for the process listed below:

- **Written examination.**

Successful candidates will be placed on an employment list, effective for a minimum of 3 months (may be extended up to an additional 12 months), and certified in final rank order as vacancies occur.

REQUIRED APPLICATION MATERIAL:

- **Fresno County Employment Application** (must be current and complete, amendments will not be allowed after the filing deadline).
- **Supplemental Questionnaire.**

Please note: All required application material must be received (online via our website or in person) by the filing deadline. Emailed and faxed application materials will not be accepted. Postmarks will not be accepted. Resumes are not accepted in lieu of an application.

HOW TO APPLY:

On-line: Applications can be found at: <http://agency.governmentjobs.com/fresnocca/default.cfm>

Open Job Information Flyer and click "Apply" to begin the online application process. Failure to complete the job application or failure to follow the application instructions (such as the formatting of work experience) may result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

In person:

Personnel Services
Fresno County Plaza

2220 Tulare Street, 14th Floor
Fresno, CA 93721

Office Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.

Please be advised that it is the applicant's responsibility to notify Fresno County Personnel Services of any mailing address and telephone number changes. Notices sent via U.S. Mail from Personnel Services are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

If you submit your application online, once the filing deadline has passed, you may check your status of this recruitment at anytime by logging onto:

<https://www.governmentjobs.com/Applications/Index/fresno.ca>.

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

REASONABLE ACCOMMODATIONS - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may contact Personnel Services at (559) 600-1830 at least five days prior to the scheduled date or deadline.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Analyst: Iyali Osuna

County of Fresno, Personnel Services
Employment Services Division
2220 Tulare St., 14th Floor
Fresno, CA 93721
(559) 600-1830

Position #15-0196
DISTRICT ATTORNEY STUDENT WORKER (EXTRA-HELP)
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Personnel-EmploymentServices@co.fresno.ca.us

DISTRICT ATTORNEY STUDENT WORKER (Extra-Help) Supplemental Questionnaire

* 1. Are you currently enrolled in an accredited college or university?

Yes No

* 2. If you answered "Yes" to the previous question, please list the accredited college or university you are currently enrolled in, in the space below. If you answered "No", you do not qualify.

* Required Question