



COUNTY OF FRESNO
invites applications for the position of:

PROBATION STUDENT WORKER (Extra-help)

SALARY: \$10.50 /Hour
OPENING DATE: 04/18/17
CLOSING DATE: 04/28/17 04:00 PM

POSITION DESCRIPTION:

Are you a current college student searching for rewarding work experience? The Fresno County **Probation Department** is accepting applications for **Probation Student Worker**. Student Workers are teamed with support, civilian, or peace officer staff to aid with various duties including, but not limited to: organizing required pre-employment information; assisting staff with various clerical projects; summarizing reports; transcribing; organizing files; assisting with the coordination of prospective employees, vendors and volunteers; running errands between multiple office locations; as well as file and record destruction.

As a condition of employment with the Probation Department, candidates must undergo and pass a thorough and detailed personal background investigation and polygraph examination. The background investigation includes employment/credit histories, verification of education, arrest/criminal records, drug/alcohol use, 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.
- Assists with the application and background process for applicants, vendors and volunteers.
- 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.
- Run 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:

- Learn and apply office procedures and rules;
- Communicate effectively both orally and in writing;
- Maintain files and records;
- Maintain confidentiality;
- Understand and carry out oral and written instructions;
- Operate personal computers and other modern office equipment;
- Establish and maintain effective working relationships at all organizational levels, as well as with other agencies and the public.

MINIMUM QUALIFICATIONS:

Education: Must be a student currently enrolled in a college or university that is acceptable within the United States' accredited college or university system. **(You must fill out the education section of the application completely. Incomplete education information will result in the rejection of your application.)**

TO PREVENT THE DISQUALIFICATION OF YOUR APPLICATION, PLEASE NOTE:

- Applicants must meet the minimum qualifications and filing requirements for this position by the filing deadline.
- A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).
- Please fully list your education information in the designated section of the application. Failure to list current, complete, and accurate education information will result in the disqualification of your application.
- College/university transcripts may be requested to verify current enrollment.
- Resumes and attachments are not accepted in lieu of a completed application.

SELECTION PROCESS:

Applicants meeting the minimum qualifications and filing requirements will be scheduled for the following examination process:

- **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 MATERIALS:

- **Fresno County Employment Application** - must be current, complete, and accurate; amendments will not be accepted after the filing deadline.
- **Supplemental Questionnaire**

Please note: All required application materials must be received (either 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 and attachments are not accepted in lieu of a completed application.

HOW TO APPLY:

Online: <https://agency.governmentjobs.com/fresnoca>.

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 education information) will result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

In Person:

Fresno County Human Resources
Fresno County Plaza
2220 Tulare St, 14th Floor
Fresno, CA 93721

Office hours: Monday - Friday 8:00 AM to 5:00 PM, excluding holidays

Please be advised that it is the applicant's responsibility to notify Human Resources of any mailing address and telephone number changes. Notices sent via U.S. mail from Human Resources 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 the status of this recruitment at any time by logging on to:

<https://www.governmentjobs.com/Applications/Index/fresnoca>

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 factors.

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 Human Resources at (559) 600-1830 at least five days prior to the scheduled date or deadline.*

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Analyst: Sharayah Bell

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

Position #17-0083
PROBATION STUDENT WORKER (EXTRA-HELP)
SB

HREmploymentServices@co.fresno.ca.us

LAST NAME: _____ FIRST NAME: _____

**Probation Student Worker (Extra-help) #17-0083
Supplemental Questionnaire**

All application materials must be submitted by the filing deadline.

* 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 for this position.

* Required Question

Read this statement before signing: My signature certifies that I attest that the information provided is true to the best of my knowledge. I understand that any misstatements of material facts herein will cause forfeiture on my part of all rights to Fresno County employment.

Signature

Date