



COUNTY OF FRESNO  
invites applications for the position of:

## PROGRAM TECHNICIAN I

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**SALARY:**                    \$17.01 - \$21.78 Hourly  
                                  \$1,361.00 - \$1,742.00 Biweekly  
                                  \$2,948.83 - \$3,774.33 Monthly  
                                  \$35,386.00 - \$45,292.00 Annually

**OPENING DATE:** 09/27/17

**CLOSING DATE:** 10/09/17 04:00 PM

**POSITION DESCRIPTION:**

### APPLICATIONS MUST BE SUBMITTED ONLINE ONLY

Written exam tentatively scheduled for Wednesday, November 1, 2017

The County of Fresno is currently seeking efficient, detail-oriented individuals for the position of Program Technician I. Under immediate supervision, incumbents of this classification perform paraprofessional/technical work involving the application of technical principles and procedures in support of County programs and services; and perform related work as required.

*Note: The current vacancies exist within the Auditor-Controller/Treasurer-Tax Collector's Office, the Assessor-Recorder's Office, Probation, Public Works & Planning, Behavioral Health and Public Health. However, the eligible list established from this recruitment may be used to fill positions in other County departments as vacancies occur.*

As a condition of employment, some departments may require candidates to undergo and pass a background investigation and/or polygraph examination. These investigations include 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.

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:**

[Please click here to view Samples of Duties.](#)

**KNOWLEDGE, SKILLS AND ABILITIES:**

[Please click here to view Knowledge, Skills and Abilities.](#)

## MINIMUM QUALIFICATIONS:

Applicants must qualify under one (1) of the options listed below:

### OPTION 1:

Education: Completion of sixty (60) semester units of coursework that is acceptable within the United States' accredited college or university system.

### OPTION 2:

Experience: Four (4) years of full-time, paid clerical work experience, two (2) years which involved the knowledge, interpretation and application of policies, rules, regulations and procedures.

In addition to the options listed above, the following may be required:

License: Possession of a valid Class "C" driver's license, or equivalent, may be required.

## 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).
- Resumes and attachments are not accepted in lieu of a completed application.
- Please fully list your education/work experience; including current position. Failure to list current, complete and accurate education/work experience within the job application (including employment with the County of Fresno) will result in the disqualification of your application.
  - *Clerical work experience must have been gained in an office environment (e.g. experience gained as a cashier in a store or restaurant, delivery driver or bank teller is not considered qualifying experience).*
- In the Education section of your application, please provide complete information for each school attended. Please provide the school's name, school's location, the type and number of units earned (semester or quarter), type of degree earned (bachelor's degree, master's degree, etc.) and which major or program was completed. Failure to completely list education within the job application may disqualify the applicant from consideration.
- College/university transcripts may be requested to verify completion of qualifying units.
- If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You may either attach a copy to your application; fax a copy to (559) 455-4788, Attn: Keisha Ammonds; or hand deliver a copy to our office.

## 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.** Applicants meeting the minimum qualifications will be invited to participate in the written examination process. The written exam is tentatively scheduled for Wednesday, November 1, 2017. It is the applicant's responsibility to notify Human Resources at (559) 600-1830 if notification has not been received one week prior to the exam date.

Successful candidates will be placed on an employment list, effective for a minimum of 3 months (the employment list established may be extended for an additional 12 months) and certified in final rank

order.

**REQUIRED APPLICATION MATERIALS:**

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

Please note: Application materials must be submitted online only via our website by the closing date and time of this recruitment. Applications submitted via U.S. mail, in person in our office, email or fax will not be accepted. Resumes and attachments are not accepted in lieu of an application.

**HOW TO APPLY:**

Applications must be submitted online only. An online application can be found at: <http://agency.governmentjobs.com/fresnoc>

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

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/fresnoc>.

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).

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

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Analyst: Keisha Ammonds**

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

Position #17-0192  
PROGRAM TECHNICIAN I  
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[HREmploymentServices@co.fresno.ca.us](mailto:HREmploymentServices@co.fresno.ca.us)

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