

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

| | |
|--------------------|----------------|
| 1. RPA # | RPA 008 |
| ANALYST'S INITIALS | |
| DATE | |

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

| | | | | |
|---|--|--------------------------------|---|----------------|
| 2. CLASS TITLE Seasonal Clerk | 3. POSITION NUMBER 312-900-1120-901 | 4. TENURE TEMPORARY (TAU) - | 5. TIME BASE Intermittent- | 6. CBID R04 |
| 7. OFFICE OF Emergency Medical Services Authority | 9. LOCATION (CITY or COUNTY) Rancho Cordova | | 13. MONTHLY SALARY \$1505.00 TO \$1707.00 | |
| 8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Saya Muñiz | 10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible | | 14. FILE BY October 23, 2013 | |
| | 11. PUBLIC PHONE NUMBER (916) 322-4336 | | | |
| | 12. CALNET NUMBER | | | |

Under supervision of a Staff Services Manager I, the incumbent will provide support services to the EMS Personnel Division including performing simple and repetitive clerical work and do other related work to provide support to a variety of functions within the paramedic program. This position requires the ability to read and write English and do simple arithmetic computations.

Duties may include, but will not be limited to the following receives, opens, time stamps, sorts, and distributes mail as directed addresses, stuffs, stamps envelopes operates numbering or dating machines as directed stamps documents sorts, distributes, and files cards, letters, checks, and other documents by letter or number looks up information as directed assists in compiling and tabulating simple statistical data as directed operates duplicating machines or other office equipment as directed sorts, distributes or processes bundles, boxes or bags of mail, documents or other materials, and other duties as required. Assist paramedics, providers and all others in resolving educational and licensing problems, by phone, written communications and in person.

DESIRABLE QUALIFICATIONS

- Analyze and take effective action when responding to issues including knowing when to elevate an issue to supervisor.
- Communicate effectively verbally and in writing and work cooperatively with others and gain their respect and confidence. .
- Ability to handle sensitive and confidential assignments with tact and diplomacy.
- A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.
- Ability to work effectively, both independently and as a team member.
- Good interpersonal skills to deal with individuals in a tactful congenial and personal matter.
- Extensive knowledge in Microsoft Office, Word, Excel and Access.
- Ability to use good judgment and make sound decisions in critical situations
- Excellent organizational skills.
- Excellent telephone techniques and customer services skills.
- Ability to be flexible and re-prioritize assignments as directed.
- Demonstrate pattern of dependability.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990

CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929

Additional Information:

Work hours will vary between 8:00 a.m. to 5:00 p.m., Monday through Friday. Applicants on public assistance under the CalWorks Program will be given priority. A letter from the County Welfare department verifying CalWorks status must be submitted with your application. If verification is not submitted with your application, your application will not be processed.

Applications will be screened based on experience, knowledge, and desirable qualifications directly related to the duties and responsibilities of the position. Please submit a cover letter, a fully completed State of California Employment Application form STD 678, and any additional documentation required by the final filing date of October 23, 2013.

Applications submitted via email or facsimile will not be accepted.

Please submit a completed packet to:

EMS Authority
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670
Attn: Saya Muñiz

FAILURE TO INCLUDE SEASONAL CLERK IN THE JOB TITLE SECTION OF THE STD 678 MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
DGS JOB HOTLINE PHONE (916) 322-5990 ♦ CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929