

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>RPA 009</b>
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 <b>Seasonal Clerk</b>	3. POSITION NUMBER 312-900-1120-901	4. TENURE TEMPORARY (TAU) -	5. TIME BASE Intermittent-	6. CBID R04
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>Rancho Cordova</b>		13. MONTHLY SALARY <b>\$1505.00</b> <b>TO</b> <b>\$1707.00</b>	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Saya Muñiz	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am - 5 pm - Flexible</b>		14. FILE BY <b>November 1, 2013</b>	
	11. PUBLIC PHONE NUMBER <b>(916) 322-4336</b>			
	12. CALNET NUMBER			

Under supervision of the Chief Investigator, the incumbent will provide support services to the Enforcement Unit 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 preparing and typing purchase orders, receiving and screening calls, preparing correspondence for signature, scheduling appointments, meetings, interviews, etc and making appropriate arrangements.

**DESIRABLE QUALIFICATIONS**

- Work effectively, both independently and as a team member.
- Positive attitude.
- 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.
- Good interpersonal skills.
- Extensive knowledge in Microsoft Office, Word, Excel and Access.
- Excellent organizational skills.
- Excellent telephone techniques and customer services skills.
- Ability to be flexible and re-prioritize assignments as directed.
- Demonstrate pattern of dependability.

**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