CITY OF MISSION VIEJO
Invites Applications for
ACCOUNTING CLERK – ANIMAL LICENSING
$18.85 - $25.96 per hour

APPLY BY: 3:00 P.M., MONDAY, MARCH 16, 2020

The City of Mission Viejo is accepting applications from qualified applicants for the position of Accounting Clerk. The eligibility list established for this position may be used to fill future full-time, part-time, seasonal and/or temporary Accounting Clerk vacancies.

Currently, there is one (1) full-time vacancy scheduled to work forty (40) hours per week, Monday through Friday from 8:00 a.m. to 5:00 p.m. in the Administrative Services Department assigned to City Hall. This position is currently under organizational review and department assignment, location and schedule may change depending on the needs of the City. The individual selected must be able to work a flexible schedule that may include, but is not limited to, evenings, weekends, and holidays. This is a non-exempt position in the City's general employee group.

KEY RESPONSIBILITIES INCLUDE

- Maintain the animal license database;
- Processes lockbox, mail-in and walk-in license receipts;
- Processes animal shelter licenses, which includes inputting and receipting the items;
- Prepares monthly renewal notices, second notices, rabies and violation notices;
- Explains licensing, rabies inoculations, leash and other animal services, regulations, laws, and requirements to citizens;
- Prepares hold and tag notices necessary for animal license processing;
- Issues refunds of animal licensing fees when necessary;
- Reviews reports of walk-in licensing applications and/or renewals on a monthly basis to verify receipt of each;
- Processes rabies certificates to verify animal is current in database system; creates new files for billing if necessary;
- Verifies, posts and records a variety of financial transactions; prepares and maintains database, records and a variety of periodic and special financial, accounting and statistical reports;
- Enters and retrieves information using Word, Excel, and Chameleon software;
- Reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of the accounting and financial records;
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports;
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or general accounting procedures; and updates related files and departments on action items;
- Assists Administrative Services Manager with special projects as required; and
- Perform other duties as assigned.

Applicants are encouraged to review the entire Accounting Clerk job description by visiting the City's website at https://cityofmissionviejo.org.

IDEAL CANDIDATE

- Someone whose mission is to provide the highest level of customer service;
- Skill in interpreting and explaining pertinent laws, policies, and regulations pertaining to animal licensing;
- Someone who can effectively deal with the public and City staff, in person and over the telephone by providing a high level of customer service;
- Knowledge of computer applications such as Word, Excel, Outlook, Chameleon and has the ability to learn new programs; and
- Good oral and written communications skills.

QUALIFICATIONS

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in performing general accounting office work. Coursework related to bookkeeping, basic accounting, and/or related computer applications is desirable. Experience in the use of Microsoft Office Products and other modern software applications is required. Experience in processing or enforcement of animal registration is highly desirable.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, and maintain a valid California Driver's License may be required.
EMPLOYMENT BENEFITS
The City of Mission Viejo offers an excellent benefit package to its employees. For more information, please visit [https://cityofmissionviejo.org](https://cityofmissionviejo.org) and look for Employment in the Action Center. Highlights include:

**Health &Welfare Insurance:** The City offers a “cafeteria style” flexible benefits plan, with a fixed monthly contribution provided by the City for all regular and probationary full-time and part-time employees. At their option, the employee may participate in medical, dental, vision, domestic partner, and/or dependent insurance coverage. Employees are eligible for insurance effective the first of the month following a 30-day waiting period.

**Life Insurance:** The City provides life insurance in the amount of two (2) times annual salary to a maximum of $300,000.

**Disability:** The City provides short-term and long-term disability insurance coverage to the employee.

**Public Employees’ Retirement System (PERS):** Effective January 1, 2013, newly hired employees who are new California public retirement system members, as defined by the Public Employees’ Pension Reform Act of 2013 (“PEPRA”) will be enrolled in the CalPERS 2% @ 62 defined benefit plan and will contribute 6.25% of their salary towards this benefit. Effective July 1, 2020, PEPRA member contributions will increase from 6.25% to 7%. Newly hired employees who are already CalPERS members will be eligible to participate in the 2% at 60 defined benefit plan with retirement compensation based on the average of the three highest years of salary and the employee paying the full 7% member contribution. Effective December 30, 2017, employees will begin paying an additional 1.5% towards the employer contribution rate.

**Social Security:** While the City does not participate, federal mandate requires new employees to contribute 1.45% of wages to Medicare insurance coverage.

**Retiree Health Account:** After one year of service, employees are required to contribute 1.5% of their salary on a pre-tax basis while the City contributes $100 per month for full-time employees to the Supplemental Health Account for Retired Employees (SHARE) account.

**Comprehensive Annual Leave (CAL):** Provides employees with paid time off for rest and relaxation, personal or family illness, bereavement and personal business - 19 days annual accrual during the first year, increasing to 30 days beginning in year ten.

**Holidays:** 10 paid holidays and 1 floating holiday.

**Employee Assistance Program:** Employee and qualified family members receive professional confidential assistance.

**Wellness Program:** The City offers free membership, with some restrictions, to the City’s Recreation and Tennis Centers for employees and their family members.

APPLICATION PROCEDURE
Applicants are required to apply on-line directly by visiting the City’s website at [https://cityofmissionviejo.org](https://cityofmissionviejo.org). Applications, any accompanying materials, must be filled out completely and must show that the minimum qualifications are met. Resumes and cover letters will not be accepted in lieu of a completed City application for review of minimum qualifications. Complete one application per position. Completed on-line applications must be received no later than 3:00 p.m. on the filing deadline.

If you have problems creating a user account or submitting your on-line application, please contact NEOGOV directly at 855.524.5627.

SELECTION PROCEDURE
Applicants must be specific and complete in describing their qualifications for this position. Based upon the information presented on the application materials, those applicants who are determined to possess the most suitable qualifications will be requested to continue in the recruitment process. Not all applicants will proceed to the Written and/or Oral Interview Examination. Failure to state all pertinent qualifications may lead to elimination from the recruitment process. All applicants will be notified, by mail, of the results of the selection process.

EXAMINATION PROCEDURE
Only those candidates possessing the MOST DESIRABLE qualifications and best meet the needs of the City will be invited to participate in the examination process. The examination process may consist of any or all of the following components: written examination, skills assessment evaluation, and oral interview. Eligible candidates will be notified when testing dates have been established.

ELIGIBILITY LIST
This contains the names of the candidates that successfully complete the oral interview examinations (see Examination Procedure). Unless exhausted sooner, eligibility lists remain active for a period of six (6) months. The eligibility list established for this recruitment may be used to fill future full-time, part-time and/or seasonal vacancies for these job classifications.

VETERANS PREFERENCE SYSTEM
Veterans of the armed forces, who have received Honorable Discharges from active duty, shall receive an additional five (5%) percent added to each written, skills inventory and/or oral interview examination test score that they pass. This preference will apply only to the first appointment to any regular City appointment. A copy of your valid DD214 must be submitted on or before the final filing date in order to be eligible for Veterans Preference System.

ACCOMMODATION FOR DISABILITY
Individuals with disabilities who require accommodation in the application, testing and/or interviewing process, must provide the Human Resources Office by the application due date, documentation from a qualified authority to confirm the disability and prescribed accommodation. An applicant is not required to disclose information about physical or mental limitations that he or she believes will not interfere with his or her ability to perform the essential requirements of the job.

SPECIAL NOTICES
The City of Mission Viejo requires a job-related physical examination, including a drug and alcohol test and a complete background investigation, as part of our selection of regular and part-time, hourly, seasonal, and/or temporary employees. All new and re-hired employees will be fingerprinted as part of the employment process, and a criminal history check will be conducted with the Department of Justice. Offers of employment are conditional upon the successful completion of these examinations. Federal immigration law requires all employees to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law’s requirements, the City of Mission Viejo is participating in the E-Verify Employment Eligibility Verification program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired or rehired employees. Our participation in this program does not exempt us from the obligation to complete a Form I-9 for every hired or rehired employee. All new and rehired employees appointed to a regular position will serve a probationary period for the first year of continuous employment. The department head, manager and/or supervisor, or the employee can terminate the employment relationship, at any time during the probation period without notice to appeal. The provisions noted herein are intended only as general guidelines for prospective applicants and may be modified or revoked without prior notice or agreement.

In accordance with California state law, all City of Mission Viejo employees are disaster services workers and may be required to report for duty, or remain on duty, in the event of a disaster.