

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Cashier-Disposal Site Supplemental Questionnaire Required

Temporary/Extra-Help
Job # 24-BS9-01

Salary: \$4,770 – 6,018 / Month

Closing Date: Friday, September 27, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general supervision, compute charges and collect fees for the dumping of refuse at disposal sites; keep accurate records of fees collected and amount of refuse dumped; measure, inspect, and weigh refuse to determine refuse quantity and type; direct traffic at the working face of the transfer station and landfill; and perform other duties as required. **The current need is for temporary/extra-help and will be required to work primarily on Mondays and Saturdays. This recruitment may be used to fill future substitute opportunities to backfill full-time positions and any future vacancies during the life of the list.**

THE REQUIREMENTS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year of experience involving maintaining or processing accounting or financial records, bookkeeping, or performing cashiering duties.

Formal education in bookkeeping or accounting may be substituted for up to six months of the required experience, on the basis of three semester units or 4.5 quarter units for two months of experience.



Special Requirements/Conditions:

License Requirements: Possession of a valid California class C driver license, or the ability to provide suitable transportation which is approved by the appointing authority. Cashier/Heavy Equipment Operator/ Disposal Site Maintenance Worker Trainee assignment: Must possess a California Class B driver license permit to participate and must obtain a California Class B driver license within 6 months of being in the position.

Background Investigation: Fingerprinting is required.

Special Working Conditions: Exposure to: variable temperatures and weather conditions; high levels of noise; strong, unpleasant odors; infections which might cause chronic disease or death; dust; and, allergies, such as stinging insects and poison oak; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants.

Other Special Requirements: All assignments: Incumbents are required to work weekends and holidays. Cashier/Heavy Equipment Operator/Disposal Site Maintenance Worker Trainee assignment: Alcohol and drug tests will be administered to all candidates prior to final selection for positions requiring class A or B driver licenses upon entry and to employees in positions requiring these licenses, as mandated by Department of Transportation federal regulations. In addition, all candidates must provide specific employment history for up to the past ten years for all jobs they have held which required operation of a commercial motor vehicle.

Physically and mentally capable of performing the classification's essential functions as summarized under typical tasks.

Knowledge: Working knowledge of basic bookkeeping, financial record keeping, accounting, or cashiering procedures and basic arithmetic.

Ability to: Accurately handle cash, make change, write receipts and make bank deposits; balance and reconcile cash to recorded revenues; speak clearly and understandably; read, understand and apply County regulations pertaining to the operation of a landfill and transfer station; learn to identify and classify waste materials; deal tactfully and effectively with customers; accurately and consistently estimate loads and charges fees; follow oral and written instructions; record and maintain accurate records; make arithmetic calculations; establish and maintain cooperative working relationships; learn to input data into computerized cashiering equipment; learn to operate an electronic scale; lift items weighing up to 30 pounds; perform tasks requiring strength, such as climbing onto vehicles to inspect loads and working while standing for up to 7.5 hours per day; distinguish colors, such as color-coded medical waste bags; and hear and distinguish various sounds, such as voices of co-workers in noisy environments and the sound of equipment back-up alarms.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

CASHIER-DISPOSAL SITE – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. How would you describe excellent customer service? Tell us about a time when you provided excellent customer service at your current or previous job.
2. Describe your experience in a busy, fast-paced work environment. Include what tools and/or skills you use to stay focused and organized.
3. Describe your work experience with an argumentative customer. What skills, abilities, or training did you use to diffuse the situation?
4. List any coursework completed in bookkeeping or accounting. Include the name of each course, the educational institution, and the number and type (semester or quarter) of units completed through each course.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com