



City of Yreka  
Invites Applications For

**Fiscal and Administrative Technician I/II**  
**Finance and Administration**

FULL TIME SALARY RANGES:  
F&A Tech. I: \$30,676.32 – \$39,151.65 Annually  
F&A Tech. II: \$35,216.48 - \$44,946.17 Annually

**Closing Date: 5/23/2019 at 5:00PM**

HUMAN RESOURCES  
701 Fourth Street  
Yreka, CA 96097

(530) 841-2386  
Fax (530) 842-4836

[ci.yreka.ca.us](http://ci.yreka.ca.us)

**THE POSITION**

The City of Yreka is seeking a qualified individual for the position of Fiscal and Administrative Technician I/II, assigned to Finance, with a working knowledge of cash handling, customer service, accounts receivable and accounts payable processing. The ideal candidate would possess strong communication skills and have a combination of college coursework and work experience in the areas of cashiering, principles of customer service, and familiarity with various computer, software and financial accounting systems. Key expectations will involve daily cash management, payment processing, assisting utility customers, data and records management, communication with internal departments and external agencies, and providing administrative support to City management.

**SPECIAL REQUIREMENTS**

- 1) Criminal History and Background Check: Applicants will be fingerprinted for the purpose of a search of local, state and national fingerprint files to disclose any criminal record.
- 2) Possession of, or ability to obtain, a valid California Driver's License within 180 days of appointment to the position.

**APPLICATION PROCESS**

Interested individuals must submit a City of Yreka employment application to the Personnel Department in order to be considered. Applications not received by the Personnel Department by the close of the recruitment may not be considered; therefore, prompt application is encouraged.

Job description and employment applications are available online at [ci.yreka.ca.us](http://ci.yreka.ca.us) and at City Hall. For further information please call (530) 841-2386 or e-mail to [hr@ci.yreka.ca.us](mailto:hr@ci.yreka.ca.us). Completed applications must be received by the City of Yreka, 701 Fourth Street, Yreka, CA 96097 by 5 p.m., May 23, 2019.

Completed application packets must include the following:

- Application
- DMV driving record, if licensed (typically available for each state online or through DMV offices)
- Cover letter and resume (required)

Incomplete applications may not be processed. Meeting the announced requirements does not guarantee selection into the examination process.

Please contact the Personnel Department by the closing date if you require accommodation in the interview/examination process. Medical disability verification may be required prior to accommodation.

**AN EQUAL OPPORTUNITY/FEDERAL AFFIRMATIVE ACTION EMPLOYER**