

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
VACANCY NOTIFICATION
Dependent upon Funding

TO: ALL Applicants

POSTING DATE: January 10, 2019

REASSIGNMENT/DEMOTION

CLOSING DATE: January 15, 2019 @ 3:00pm

ALL APPLICANTS

CLOSING DATE: January 31, 2019 @ 3:00pm

CLASSIFICATION: Administrative Officer

OFFICIAL DOMICILE: Ames, Marshalltown, Mason City or Fort Dodge – performs duties District Wide

POSITION OPEN: 1.0 FTE THIS IS A CONFIDENTIAL POSITION

SALARY: Pay Grade 32-1 Hourly: \$27.32 - \$44.31

Location	Shift	Status
Ames, Marshalltown, Mason City or Fort Dodge	Variable schedule. Generally Monday – Friday 8:00am-4:30pm with Saturday and Sunday off. Work duties include some travel and periodic on-call status.	Full-Time

GENERAL DUTIES: This position will assist in the oversight and management of the District's business office, conducting business aspects of the District's operation including financial/budget reports preparation, supplies and equipment acquisition, bank statements/accounts reconciliation and audit, and payroll processing oversight. Collaborates with Department Managers/Supervisors in Unit organizational/financial management.

QUALIFICATIONS: Graduation from an accredited college or university with a degree in economics, finance, accounting, or business administration and one year's satisfactory performance in accounting or related positions; or Five year's satisfactory performance in progressively responsible fiscal positions; or Associate of Arts degree in economics, finance, accounting, or business administration and three year's satisfactory performance in accounting or related positions; or An equivalent combination of qualifying education and experience to equal the five year minimum.

NECESSARY SPECIAL REQUIREMENTS:

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of psychological testing and examination as required. Medical examination to certify ability to physically perform the essential functions of the position. Successful completion of a urinalysis test for illegal substances.

**All applicants must complete the Department's Application for Employment packet
(to include unofficial transcript)**

No RESUMES WILL BE ACCEPTED

DEADLINE: Applications must be received by 3:00pm on closing date above.

Application materials for Employment: www.2nddcs.com

SUBMIT completed DEPARTMENT APPLICATION forms to: pattee.yetmar@iowa.gov