

ATTACHMENT A COUNTY BENCHMARK SPECIFICATIONS

ACCOUNT CLERK:

Receives and accounts for cash, checks and other negotiable items. Posts numerical data. Checks documents for numerical accuracy. Uses 10-key adding machine. May use personal computer or typewriter.

ACCOUNTING TECHNICIAN:

Full-charge bookkeeper. Establishes, maintains and controls highly complex financial and statistical records. Performs limited financial/fiscal data analysis. May supervise the work of other clerical employees.

ADMINISTRATIVE ASSISTANT:

Independently provides administrative services of limited scope, scale or complexity, or supports higher level administrative staff in more complex functions, and/or supervises a group of sub-professional staff providing support to a program or function. Must have a valid California driver's license and good driving record.

DATA ENTRY:

10,000 keystrokes per hour. Ability and skill to use computer equipment to complete a full range of data entry tasks.

ELECTION BALLOT COLLECTION CLERK:

Accepts and secures ballots from voters to expedite drop offs. May require standing outdoors all day in all weather conditions.

ELECTION BALLOT INSPECTION CLERK:

Prepares ballots for tabulation. Tasks include counting, examining for errors, and reconciliation of ballots and envelopes.

ELECTION CANDIDATE SERVICES ASSISTANT:

Assists in the process of candidate filing and voter guide preparation. Proficient in Microsoft Office and database entry. In charge of receiving, scanning and sending letters to candidates and/or committees. Responds to inquiries regarding financial disclosure forms at the front counter and over the phone.

ELECTION CANVASS CLERK:

Must be able to carry out simple mathematical calculations. Requires the ability to focus and to make accurate notations and simple mathematical calculations. Works with a variety of instruction, base documents and forms. Familiar with basic office equipment. Proficient in proofing and standard practices of recordkeeping.

ELECTION HAND COUNT SPECIALIST:

Works in a team of four to hand-count ballot contests to determine the outcome of an election in which automated tabulation is not used. Ability to complete highly specialized repetitive tasks.

ELECTION MANUAL TALLY SPECIALIST:

Works in a team of four to hand count specific ballot contests to verify the accuracy of the machine count. Ability to complete highly specialized repetitive tasks and keep accurate records.

ELECTION PHONE BANK REPRESENTATIVE:

Responsible for handling incoming phone calls in related to various election topics. Provide excellent customer service over the phone, be able to provide information related to polling place locations, where to vote, and answer other questions related to elections. Attention to detail, good listener, ability to learn election procedures. English/Spanish ideal.

ELECTION PRECINCT SERVICES RECRUITER:

Responsible for contacting existing and new volunteers to serve on Election Day. Provides information to each poll worker regarding hours, training, Election Day procedures, placement, and pay policies. Maintains contact throughout an election to troubleshoot for all polling place locations in compliance with code.

ELECTION PRECINCT SERVICES SPECIALIST:

Performs a variety of clerical tasks, working directly with program manager to oversee daily processing of incoming mail and faxes, record keeping and filing, coordinating recruiters field inspectors and other election workers. Must be proficient in Microsoft Office and be able to learn an elections information management system and California Elections Code.

ELECTION PRE/POST-LAT TECHNICIAN:

Works in a warehouse environment with computers and electronic equipment following technical written and oral instruction. Ability to lift 20-50 pounds and work standing 4 hours at a time. Possesses computer and electronic troubleshooting skills. Uses a barcode scanner.

ELECTION PROVISIONAL PROCESSING AIDE:

Processes provisional ballots using election code guidelines. Performs searches in the voter database and analyzes voter record information. Ability and skill to use a computer and be able to perform a full range of data entry and checking tasks.

ELECTION RECEPTIONIST:

Provides general customer service in the office and over the phone. Processes voters in the 29 day early voting period using the Elections Data Management System. Provides clerical assistance to all program areas. Works with a variety of office equipment and computer software programs.

ELECTION RECONCILIATION SPECIALIST:

Performs highly responsible tasks to reconcile Election Department ballots, voter rosters and election materials. Ability to analyze and check documents for numerical accuracy and work in a team oriented environment.

ELECTION RECOUNT SPECIALIST:

Works in a team of four to hand-count ballot contests to determine the outcome of an election in the event that a recount has been ordered. Ability to complete highly specialized repetitive tasks.

ELECTION REGISTRATION CLERK:

Performs a variety of general and/or specialized registration program area clerical activities within the Elections voter database such as processing voter registration cards, record maintenance, filing, checking, proofing and data entry. Individuals should be able to type 50 words per minute and have the ability to use a computer and analyze documents in a detail oriented manner.

ELECTION SORTING CLERK:

Processes election night ballots and supplies from polling locations. Sorts, tallies and accounts for all vote by mail and provisional ballots, supplies and documents for reconciliation. Individuals should be detail oriented and able to provide accurate counts of election materials.

ELECTION TABULATION TECHNICIAN:

Works with computers and large equipment. Ability to stand, bend, reach and lift 20 pounds. Requires basic math skills and the ability to use a 10-key for data entry.

ELECTION TRAINER:

Possesses detailed knowledge of Election Day preparation and procedures. Ability to train adults and high school students to work at a polling place on Election Day. Proficient in PowerPoint and public speaking.

ELECTION VOTE BY MAIL ASSISTANT:

Performs a variety of Vote By Mail tasks, working directly with program manager to oversee daily processing of mail, training, and canvass activities. Possesses a valid California driver's license and good driving record.

ELECTION VOTE BY MAIL CLERK:

Performs a variety of Vote By Mail and canvass tasks. Takes direction from the program manager or vote by mail assistant. Ability to complete repetitive tasks. Able to lift mail trays up to 25 lbs.

ELECTION WORKER:

Must attend several hours of training to develop an understanding of Elections Code and become proficient in performing all the services available to voters in a voting center or a polling place. Ability to work a 16 hour workday and provide excellent customer service following pertinent law.

FIELD INSPECTOR:

Possesses valid California driver's license, a good driving record and currently a registered voter. Requires detailed knowledge of polling place activities including facility compliance with ADA and Elections Code. Familiarity with current voting technology and closing a polling place including reconciliation. Drives between polling locations in a given territory in the County.

HOSPITAL CUSTODIAN (ENVIRONMENTAL SERVICES AIDE):

Assigned to Natividad Medical Center, performs routine cleaning of patient rooms, office areas, common areas and restrooms, keeping the Hospital clean and sanitary.

HOSPITAL FOOD SERVICES WORKER:

Assigned to Natividad Medical Center performs work in preparing and serving food, cleans kitchen, food serving utensils and equipment.

HOSPITAL MEDICAL UNIT CLERK:

Assigned to Natividad Medical Center performs a variety of clerical functions in support of doctors, nurses, and other staff in an assigned medical treatment area Incumbents perform a variety of record keeping, supply ordering, unit coordination and scheduling duties and handles difficult types of public contact.

HOSPITAL NURSING ASSISTANT:

Assigned to Natividad Medical Center assists Natividad Medical Center patients with activities of daily living and assists professional nursing personnel in providing patient care. Possession of a current California certificate as a Certified Nurse Assistant is highly desirable.

HOSPITAL STOREKEEPER:

Participates in the requisition, receipt, storage and delivery of records, equipment, materials and supplies within Natividad Medical Center.

INFORMATION TECHNOLOGY INFRASTRUCTURE PROFESSIONAL:

Performs analysis, design, implementation, and project management in the areas of network engineering, civil engineering, and/or unified and radio communications.

INFORMATION TECHNOLOGY OPERATIONS SPECIALIST:

Documents requests and processes them against departmental standards. Assists in data recovery and disaster management, maintains the data center infrastructure and monitors systems to ensure they are running properly. Assists in the configuration, installation, maintenance, and support of systems. Performs and manages backup operations

INFORMATION TECHNOLOGY PROGRAMMER ANALYST:

Performs information technology application program selection, analysis, design, development, configuration, construction, installation, maintenance, monitoring, support, and/or programming.

INFORMATION TECHNOLOGY TECHNICIAN:

Installs, tests, maintains, modifies, and repairs information technology equipment.

INVESTIGATIVE AIDE:

Must have a valid California driver's license and good driving record; know the functions of serving subpoenas and documenting service and/or non-service of the same; ability to pick up various forms of evidence (1 – 30 lbs.) from various law enforcement agencies; have the ability to know and learn various computer programs and the KARPEL case management System (input & export data), ability to duplicate discovery material (photocopy, digitally copy, electronically copy and transfer to various portable devices and storage drives); pick up jail mail and jail visiting information on inmates incarcerated; have the willingness to transport witnesses to and from court when needed—from airports and hotels in and out of Monterey County; ability to prepare PowerPoint (PP) presentations and integrate other computer programs into PP presentation and assist others in the setup of the same. Have the ability to interview and write brief reports when needed. Have the ability to testify in a Courtroom setting (34G10).

LABORER:

Ability to lift 50 lbs; performs labor duties such as hauling, lifting, or moving.

LEGAL SECRETARY:

Perform a variety of specialized secretarial and administrative support functions for one or more attorneys; performs other legal work as required. Uses computer and/or other office equipment to perform a variety of secretarial and administrative support (80B22).

LEGAL TYPIST:

Performs varied, complex and responsible Legal clerical and typing work for one or more attorneys. Ability and skill to use a computer and/or other office equipment to perform a variety of clerical support (80B11).

MEDICAL ASSISTANT:

Medical Assistant Certificate is required. Works alongside providers in outpatient clinics, carries out physicians' orders, performs patient care procedures as well as registration and check-in duties. Uses personal computers to maintain medical records in Electronic Medical Record system.

OFFICE ASSISTANT I

Manually or by using a typewriter, personal computer and other office equipment, performs a variety of general clerical activities within a record keeping system or program area such as forms processing, record maintenance, reception, filing, proofing, light typing, and assembling data.

OFFICE ASSISTANT II

Manually or by using a typewriter, personal computer and other office equipment, performs a variety of general and or specialized clerical activities within a record keeping system or program area such as forms processing, record maintenance, reception, filing, proofing, light typing, and assembling data.

OFFICE ASSISTANT III

Performs highly responsible and specialized clerical-technical work in a specific program or specialized record keeping system. May use personal computer or other office equipment to accomplish this.

OUTREACH REPRESENTATIVE:

English/Spanish bilingual/bi-literate, including proficiency with public speaking. Demonstrate a high level of cultural sensitivity to persons of interest including but not limited to those from language minority communities, disabilities groups, high school groups and seniors. Assist program manager in planning outreach activities, physically setting up at different locations throughout Monterey County, and conducting outreach at various events. Many events take place after business hours and on weekends. Must be familiar with Microsoft Office and hold a valid California driver's license.

PATIENT SERVICE REPRESENTATIVE:

Performs a variety of duties related to patient interviewing; verifying and documenting admission information; patient registration; appointment scheduling and other general office and clerical related tasks.

PETITION SPECIALIST:

Prepares and verifies signatures on state and local petitions. Ability to complete highly specialized repetitive tasks working with confidential information.

PROOF READER:

Proofs bilingual material (English/Spanish). Compares base documents to type-set documents to ensure that content and format matches originals. Works simultaneously with different documents which will be compiled into the voter guide. Flexibility to work on weekends and after hours with a frequently changing schedule is required.

SECRETARIAL ASSISTANT

Types 50 w.p.m. Uses a personal computer or typewriter to perform a variety of routine secretarial and clerical work with some responsibility for basic administrative detail.

SECRETARY

Types 50 w.p.m. Acts as secretary or personal assistant to a professional or administrative employee. Uses a personal computer or typewriter to perform a variety of secretarial support and minor administrative duties.

SENIOR ACCOUNT CLERK:

Performs moderately complex bookkeeping work requiring the application of a working knowledge of bookkeeping principles and following general departmental procedures.

SENIOR SECRETARY:

Types 50 w.p.m. Performs complex clerical and secretarial work tasks; completes routine administrative tasks directly related to the work of their supervisor(s); and performs other related work as required.

WAREHOUSE WORKER:

Performs warehouse duties of all levels of complexity, to include receipt, storage, inventory and issue supply and materials. May include clerical functions such as data input.

WEBSITE DESIGNER:

Creates, develops and maintains website. Proficiency with content management system and web design programs. May produce technical and graphical materials for website and provide support and basic training on content development and management.

WORD PROCESSOR

Types 50 w.p.m. Uses personal computer and knowledge of system specified to set up and prepare final documents from rough drafts. Heavy production work.