

# CAREER OPPORTUNITY

RECEIVED

August 04, 2010

TEHAMA COUNTY CLERK OF THE  
BOARD OF SUPERVISORS

## **SOCIAL SERVICES AIDE – SPANISH BILINGUAL**

### **TEHAMA COUNTY DEPARTMENT OF SOCIAL SERVICES**

**Monthly Salary: \$2,342 – \$2,854\***

**Application Deadline:**

**August 20, 2010**

Close of Business

**Bilingual Written Test Date:**

Tentatively scheduled for Saturday,  
September 4, 2010

**Bilingual Oral Exam Date:**

Tentatively Scheduled for  
Saturday, September 18, 2010

**Oral Examination:**

Tentatively scheduled for the  
**week of October 4, 2010**

**Location:**

The administrative offices for the Tehama County Department of Social Services are located in Corning and Red Bluff, California.

The existing eligible list will be abolished upon completion of this examination.

Positions may require pre-employment screening, including background checks, and fingerprinting.

***SEE REVERSE FOR  
INSTRUCTIONS ON HOW TO  
APPLY FOR THIS POSITION***

**The Position**

Under general supervision, the Social Service Aide assists Social Workers by performing specifically designated tasks related to the improvement of family functioning and child and adult services; and performs related work as required. This position is in the Children's Services Department.

**Minimum Qualifications**

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

**EITHER**

Equivalent to completion of two (2) years of college, including fifteen (15) semester units in social welfare, social/human service, sociology, or other social or behavioral science\*\*;

**OR**

Two (2) years of full-time experience comparable to the Homemaker or Vocational Assistant classification;

**OR**

Two (2) years of full-time experience in a public or private Social Services agency providing services to disadvantaged adults or children.

\*\*Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

**Additional Information**

A valid CA driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

This position requires the ability to speak, read, and write Spanish in addition to English. Candidates who have not passed the exam previously must take and pass the Merit System Services bilingual examination (oral components) prior to appointment.

**Tehama County is an Equal Opportunity Employer  
ADA/EEO/DRUG-FREE WORKPLACE**

**HOW TO APPLY FOR THIS EXAMINATION**

Applicants must submit a completed MSS application and supplemental questionnaire. Applicants are encouraged to apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Tehama County Department of Social Services administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

**MERIT SYSTEM SERVICES**  
241 Lathrop Way, Sacramento, CA 95815  
(916) 263-3614

**Note:** Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

**THE EXAMINATION PROCESS**

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. Dependent upon your notification preference, MSS will send you a letter via U.S. Mail and/or email informing you of your status once it has been determined. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

**SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least TWO WEEKS PRIOR to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

**FOREIGN EDUCATION**

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at [www.eres.com](http://www.eres.com) for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at [www.naces.org](http://www.naces.org). MSS will accept verification of degree equivalency from any of the listed member agencies.

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*

Bulletin Re-Issue Date: August 5, 2010

