

Current Job Opportunities Effective Friday, February 9, 2018

JOB TITLE	MONTHLY SALARY	FILING DEADLINE
Business Systems Specialist I-VI	\$4,502 - \$10,154	Continuous
Combination Building Inspector	\$5,008 - \$6,800	Continuous
Engineering Technician I-II	\$4,212 - \$6,308	February 16, 2018
Motor Sweeper Operator	\$3,697-\$5,002	February 16, 2018
Police Officer – Lateral	\$6,080 - \$7,905	Continuous
Police Recruit	\$32.41/Hour	March 9, 2018
Public Health Nurse	\$4,879 - \$7,341	February 16, 2018
Refuse Operator	\$2,959 - \$4,685	Continuous
Registered Nurse	\$4,977 - \$7,112	Continuous
School Guard	\$12.10/Hour	Continuous
Senior Accountant	\$5,793 - \$7,881	February 23, 2018
Special Services Officer	\$2,929 - \$6,469	Continuous
Systems Support Specialist	\$4,414 - \$9,955	Continuous
Sys. Support Specialist – Help Desk Lead	\$4,414 - \$9,955	Continuous

(P) = Promotional

Job opportunities change every Friday
24-Hour Job Recruitment Line (562) 570-6201
Equal Opportunity Employer

Upcoming Job Information

Civil Service Department



As anticipated job opportunities become available, those jobs will be listed below with an estimate of the month applications may be available for filing. This estimate changes frequently depending upon the needs of the City, existing eligible lists and the number of anticipated vacancies. The information listed below is updated on a regular basis; however, changes may occur unexpectedly. Please call the Civil Service Department's 24-Hour Job Recruitment Line at (562) 570-6201, email us at civilservice@longbeach.gov or visit our website www.longbeach.gov/civilservice to obtain current application information. When an application filing period is approved, the job title and exact filing dates will be specified. Filing deadlines are 4:30 pm. As information is available, this listing will be updated. Please check regularly.

JOB CLASSIFICATION	ANTICIPATED DATE FOR APPLICATIONS
Ambulance Operator	OPENS Monday February 12, 2018
Business Systems Specialist	Anticipated Friday February 9, 2018
Community Services Supervisor	Anticipated Spring 2018
Electrician	Anticipated Spring 2018
Environmental Specialist Associate	Anticipated Tuesday February 27, 2018
Equipment Mechanic	OPENS Tuesday February 13, 2018
Microbiologist I-II	Anticipated February 2018
Office Systems Analyst	Anticipated Spring 2018
Park Ranger	Anticipated Winter 2018
Petroleum Engineer	Anticipated Spring 2018
Plan Checker – Electrical	Anticipated February 2018
Port Financial Analyst	Anticipated Spring 2018
Principal Construction Inspector	Anticipated February 2018
Public Safety Dispatcher – Lateral	Anticipated March 2018
Public Safety Dispatcher – NTN	Anticipated March 2018
Public Safety Dispatcher – POST Waiver	Anticipated March 2018
Senior Accountant	Anticipated February 2018
Storekeeper	Anticipated Spring 2018

(P) = Promotional

Note: Please note that filing may be limited to: 1) current City employees; 2) former classified City employees who were terminated due to layoff after July 1, 2010; 3) former classified City employees on an active Civil Service priority list; and 4) former unclassified City employees, identified by the Human Resources Department as terminated by the City's reduction in force after July 1, 2010.

Civil Service Department
333 W. Ocean Blvd., 7th Floor, Long Beach, CA 90802
24-Hour Job Recruitment Line (562) 570-6201
Website: www.longbeach.gov/civilservice E-mail: civilservice@longbeach.gov
This information is available in an alternative format by request at (562) 570-6202.
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City of Long Beach Employment Opportunity

AMBULANCE OPERATOR

Job Number: F63N1

SALARY: \$11.12 - \$12.26 Hourly

OPENING DATE: 02/12/18

CLOSING DATE: Continuous

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning February 12, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

This is an entry-level public safety classification.

NOTE: Some positions work an alternate schedule in excess of 40 hours per week. All hours worked over 40 hours per week will be compensated at time and a half.

EXAMPLES OF DUTIES:

Under general supervision, provides basic medical care and transport to the ill and injured within the scope of an Emergency Medical Technician; transports patients to hospitals or other emergency care facilities; responds to emergency medical calls for service including accidents and other emergencies; operates an emergency vehicle to and from the scene of an emergency; assists paramedics and other fire personnel and/or emergency medical personnel; monitors communications equipment to maintain contact with dispatchers and other fire personnel; assists receiving facility by recording patient's vital statistics and circumstances of the emergency; prepares required incident reports for billing and other record keeping purposes; operates within Federal, State, County, and City laws, regulations, and guidelines including the Health Insurance Portability and Accountability Act (HIPAA); participates in training, public education, and station/equipment maintenance; performs other related duties as required.

REQUIREMENTS TO FILE:

- A valid State of California Emergency Medical Technician Certificate (**proof required**)*.
- A valid Health Care Provider CPR card or equivalent (**proof required**)*.

Additional Requirements to File Ability to:

- Safely and effectively operate an emergency vehicle.
- Handle a high volume of emergency calls with tact and good judgment.
- Lift and carry heavy objects, including moving and transporting patients.

Willingness to work any shift assignment including weekends, holidays, overtime, 12-hour shifts or 24-hour shifts.

Successful completion of Incident Command System 100, 700 is required within six (6) months of appointment.

A valid driver's license and DMV driving record will be required by the hiring department.

***Required documents, such as a license or certificate, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form.**

DESIRABLE QUALIFICATIONS:

Bilingual skills in English/Spanish or English/Southeast Asian; work and educational experience directed toward a career in Fire Service; a minimum of six months of recent experience as an Emergency Medical Technician (EMT); successful completion of Incident Command System 100, 700.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet..... Qualifying
This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.

If you have not received notification of the status of your application within two weeks of filing, please contact the Civil Service Department at (562) 570-6202.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
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F631N-18AP:AO

CSC 2/21/18

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #F63N1
AMBULANCE OPERATOR
AP

Civil Service Department
333 W. Ocean Blvd., 7th FL
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov



City of Long Beach Employment Opportunity

BUSINESS SYSTEMS SPECIALIST I-VI

Job Number: H67AN-18

SALARY: \$2,070.80 - \$4,670.64 Biweekly

OPENING DATE: 02/09/18

CLOSING DATE: Continuous

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning February 9, 2018. Filing will remain open until vacancies are filled. Filing may close without further notice.

For more information on the current vacancies with the Financial Management and/or Technology and Innovation Departments click [HERE](#).

EXAMPLES OF DUTIES: Under supervision, performs specialized technical work pertaining to applications programming and analysis, system software/hardware analysis and design, and system administration and support activities; prepares or codes programs from specifications; tests and debugs programs; updates and modifies existing programs from detailed specifications; develops, maintain and/or updates system procedures and documentation; performs hardware and software maintenance on complex installations and data communications equipment; interfaces with end users to plan, define and implement systems modifications; accurately interprets end user needs and requirements and modifies or designs programs or systems to meet those needs; prepares detailed technical specifications for programmers to follow in program development and modification; provides timely, accurate and effective customer service; recommends options to end users by considering various solutions to business needs; may act in a lead or supervisory capacity; may prepare or evaluate training materials and manuals; and performs other related duties as required.

REQUIREMENTS TO FILE:

Applicants must meet Option A, B or C:

A. Bachelor's degree from an accredited college or university (**proof required**) * **AND** One year of (full-time equivalent) paid experience similar to a Systems Technician (more info click [HERE](#)) or a related field such as, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management.

B. Associate's degree from an accredited college or university (**proof required**) * **AND** Three years (full-time equivalent) paid experience similar to a Systems Technician (more

info click [HERE](#)) or a related field such as, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management.

C.Completion of a certificate program or technical school in Computer Science or related field (**proof required**) * **AND** Four years (full-time equivalent) paid experience, similar to a Systems Technician, (more info click [HERE](#)) or a related field such as, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management.

Additional related experience may be substituted for the education on a year-for-year basis.

Additional Requirements to File:

- Willingness to work occasional nights, weekends, holidays and overtime as required.
- A valid driver's license is required and a current DMV driving record must be submitted to the hiring department at time of selection interview.

***Required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

SELECTION PROCEDURE: Application Packet..... Qualifying

This examination will be conducted using the continuous non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in the order in which applications were filed. Eligible lists may be established periodically.

If you have not received notification of the status of your application within two (2) weeks of filling, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.

H67AN-18 SV KRR
2/7/18

CSC



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An Equal Employment Opportunity

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<https://www.governmentjobs.com/careers/longbeach>

Position #H67AN-18
BUSINESS SYSTEMS SPECIALIST I-VI
KR

Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

BUSINESS SYSTEMS SPECIALIST I-VI Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the above information?
- Yes No
- * 2. **REQUIREMENTS TO FILE:** Please indicate under which of the following options would qualify you for the Business Systems Specialist position.
- Option A: A Bachelor's degree from a college or university (proof required) * AND one year of (paid, full-time equivalent) experience similar to a Systems Technician, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management field.
- Option B: An Associate's degree from a college or university (proof required) * AND three years (paid, full-time equivalent) experience similar to a Systems Technician, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management field.
- Option C: Completion of a certificate program or technical school in computer science or related field (proof required) * AND four years (paid full-time equivalent) experience similar to a Systems Technician, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management field.
- Option D: In lieu of education, I qualify with 5 years related experience (paid, full time equivalent), similar to a Systems Technician, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management field.
- I do not meet any of the requirements to file listed above. Selecting this option would disqualify you from applying for this position.
- * 3. Are you willing to work occasional nights, weekends, holidays and overtime as required?
- Yes No
- * 4. A valid driver's license is required by the hiring department. Do you have a valid driver's license?
- Yes No
- * 5. **EXPERIENCE: If you selected Option A, B, C, or D under the requirements to file section, please briefly describe your experience** similar to a Systems Technician, Information Systems Management and/or Support, IT Security Manager, or Database Systems Management. Include the following: 1) Name of Employer(s), 2) Job Title(s), 3) Dates employed, 4) hours worked, 5) Job duties. If you do not have any experience, **type N/A.**
- * 6. Describe your experience working on major software applications including



City of Long Beach Employment Opportunity

EQUIPMENT MECHANIC

Job Number: I06AN-18

SALARY: \$1,828.80 - \$2,610.72 Biweekly

OPENING DATE: 02/13/18

CLOSING DATE: 02/27/18 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, beginning February 13, 2018 through 4:30 p.m. February 27, 2018.

VACANCY INFORMATION:

Current vacancies are in the Public Works, Water, and Harbor Department.

EXAMPLES OF DUTIES:

Under general supervision, performs journey-level work in the repair, overhaul and maintenance of a wide variety of automotive, construction and other gasoline, diesel or alternative fuel powered equipment; inspects and tests equipment to locate and determine the extent of necessary repairs and the corrective action required; repairs, overhauls and replaces engines, transmissions and differentials; rebuilds and replaces defective parts; tunes engines using electronic engine analyzers; replaces and adjusts fuel, electrical and cooling systems or system component parts; overhauls mechanical, hydraulic, booster, air brake and vacuum systems; installs and repairs accessories; may perform various welding operations; may diagnose, overhaul, and repair various hydraulic systems; observes safety rules and regulations; may repair diesel marine or gas engines and outboard motors; enters service data into computer work order software and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet Option A **OR** Option B:

A.) Four years of paid, full-time equivalent recent experience in gas or diesel equipment repair, which must include at least two years as a journey-level equipment mechanic, with the ability to do mid-major work on automotive and heavy duty equipment

OR

B.) Two years of paid, full-time equivalent recent experience in gas or diesel equipment repair and a minimum of two years of formal training or education in automotive or heavy equipment

repair (**proof required**)*

Additional Requirements to File:

- Knowledge of electronic engine controls, computer control systems, emission control systems, air conditioning, fuel injection, air brake systems, printed circuit wiring, diesel engines and hydraulic systems.
- Willingness to comply with the Anti-Drug and Alcohol Misuse Prevention Program as required by the U.S. Department of Transportation regulations.
- Willingness to work night shifts, stand-by, weekends, holidays and overtime as required and to fully participate in continued training after appointment.
- Positions in the Department of Financial Management, Fleet Services Bureau and Water Department require the willingness and ability to respond to emergency calls within a 30-minute timeframe.
- A valid motor vehicle operator's license must be submitted to the hiring department at the time of the selection interview.
 - Positions in the Department of Financial Management, Fleet Services Bureau and Water Department require proof of a Class A or B driver's license prior to completion of probation.
 - Positions in the Harbor Department require proof of a Class A driver's license prior to completion of probation.

***Proof of required documents must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency.**

DESIRABLE QUALIFICATIONS: Experience in printed circuit wiring; harness and electronic equipment installation; marine boat engine and fuel system maintenance and repair; outboard engines; two and four cycle engines; hydraulic brakes; platform; ladders and arms; hybrid vehicle fuel and power system diagnostics and repair; repairing and maintaining refuse trucks, street sweeping equipment, diesel engines, fire apparatus, off-road equipment, motorcycles, sewer cleaning trucks, and/or alternative fuel vehicles; welding; possession of ASE certifications; smog license; possession of a Class A or B license.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Written Examination.....	40%
Performance Examination.....	60%

A minimum rating of 70 must be attained in each part of the examination to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

The written exam is tentatively schedules for the week of March 12 – March 16, 2018. If you have not received notification by March 6, 2018, contact the Civil Service Department at (562) 570-6202.

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J.O.B. I06AN-18 02/21/18 CP

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APPLICATIONS MAY BE FILED ONLINE AT:
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Position #I06AN-18
EQUIPMENT MECHANIC
CP

Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

EQUIPMENT MECHANIC Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. **Do you understand the above information?**
- Yes No
- * 2. **REQUIREMENTS TO FILE** Please select from the following options under which you meet the Requirements to File for the position of Equipment Mechanic:
- A.) Four years of paid, full-time equivalent recent experience in gas or diesel equipment repair, which must include at least two years as a journey-level equipment mechanic, with the ability to do mid-major work on automotive and heavy duty equipment
- B.) Two years of paid, full-time equivalent recent experience in gas or diesel equipment repair and a minimum of two years of formal training or education in automotive or heavy equipment repair (proof required)*
- C.) I do not meet any of the aforementioned options stated above
- * Required Question



City of Long Beach Employment Opportunity

SENIOR ACCOUNTANT

Job Number: C32NN-18

SALARY: \$2,664.48 - \$3,624.96 Biweekly

OPENING DATE: 02/09/18

CLOSING DATE: 02/23/18 04:30 PM

DESCRIPTION:



Accepting online applications only. Apply online 24 hours a day, February 9, 2018 through 4:30 p.m., February 23, 2018.

Current vacancies are with Airport and Financial Management departments. Other departments that use this classification are Economic and Property Development, Gas and Oil, Harbor, Health and Human Services, Police, Public Works, and Water.

EXAMPLES OF DUTIES: Under direction, performs complex professional accounting work in the preparation and maintenance of financial records and reports, including the City's Comprehensive Annual Financial Report (CAFR); City's budget; and other mandated financial reports in accordance with Generally Accepted Accounting Principles (GAAP), federal and state requirements, regulation, and laws as well as City policies and procedures; responsible for planning, assigning, supervising and reviewing the work of a group of professional and support personnel; provides direction, training, and technical guidance to staff; conducts research and performs analyses on financial and accounting issues; provides guidance and training to City departments on financial accounting systems, procedures and processes, and internal controls; assists in the research, interpretation and implementation of GASB pronouncements; assists in coordinating audits conducted by internal and external auditors and other government audit agencies; performs general administrative functions, including providing City departments with requested financial information and responding to inquiries regarding various fiscal and financial matters; directs, reviews, and participates in accounting for grants, compliance with grant requirements, and draw down of grant funds; prepares trial balances, journal entries and periodic reconciliation of projects, grants and funds; performs other duties as assigned.

REQUIREMENTS TO FILE:

Applicants must meet option A, B, or C:

A. Bachelor's Degree from an accredited college or university in Accounting (**proof required**)*.

OR

B. Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 21 units in Accounting **(proof required)*.**

OR

C. A current Board of Accountancy Certified Public Accountant (CPA) certificate **(proof required)*.**

AND

Four years of full-time paid equivalent professional level accounting experience.

Additional Requirements to File:

- Knowledge of current accounting practices and procedures, such as those promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, American Institute of Certified Public Accountants, and Government Finance Officers Association.
- Ability to effectively supervise personnel.
- Proficiency with software applications related to the work, including spreadsheet, database, and word processing.
- Some positions may require overtime, weekend or holiday hours.
- A valid driver license may be required by the hiring department.

***Required documents, such as transcripts or certificate, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

DESIRABLE QUALIFICATIONS: Knowledge of financial and managerial statement preparation and analysis, government grants and project accounting; experience in database programs; knowledge of Microsoft Office Suite.

SELECTION PROCEDURE: SELECTION PROCEDURE:

Application Packet.....Qualifying

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the minimum requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first and then in order in which applications are filed. Eligible lists may be established periodically.

If you do not receive notification by March 9, 2018, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.



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Position #C32NN-18
SENIOR ACCOUNTANT
SV

Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

SENIOR ACCOUNTANT Supplemental Questionnaire

- * 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. Be specific and detailed in your responses. Do not leave any questions unanswered. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the information stated above?
- Yes No
- * 2. **II. REQUIREMENTS TO FILE: Indicate under which of the following options you qualify for the Senior Accountant position:** Special Note: *Required documents, such as college transcripts or CPA certification, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.
- A. Bachelor's Degree from an accredited college or university in Accounting (proof required)* AND four years of full-time paid equivalent professional level accounting experience.
- B. Bachelor's Degree from an accredited college or university in Business Administration, Finance or a closely related field and the completion of a minimum of 21 units in Accounting (proof required)* AND four years of full-time paid equivalent professional level accounting experience.
- C. A current Board of Accountancy Certified Public Accountant (CPA) certificate (proof required)* AND four years of full-time paid equivalent professional level accounting experience.
- I do not qualify under any of the options listed above. Selecting this option will disqualify you from the program.
- * 3. Do you have knowledge of current accounting practices and procedures, such as those promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, American Institute of Certified Public Accountants, and Government Finance Officers Association?
- Yes No
- * 4. Do you have the ability to effectively supervise personnel?
- Yes No
- * 5. Do you have the proficiency with software applications related to the work, including spreadsheet, database, and word processing?