



TEHAMA COUNTY ATTACHMENT TO MERIT SYSTEMS CLASSIFICATION SPECIFICATION

TITLE: ELIGIBILITY SUPERVISOR

BOARD APPROVED:

FLSA: Non-Exempt

PROBATIONARY PERIOD: 12 months

BARGAINING UNIT: Misc.

Education & Experience:

In addition to the education and experience requirements specified in the Merit Systems/Cooperative Personnel Services classification specification, Tehama County requires:

- Equivalent to completion of the twelfth (12th) grade.

License & Special Requirements:

- Requires a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Ability to do computer work for extended periods of time. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to constantly move about on foot and to lift, carry, reach, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EQUAL OPPORTUNITY EMPLOYER/AMERICANS WITH DISABILITIES ACT COMPLIANT/VETERANS' PREFERENCE POLICY/DRUG-FREE WORKPLACE