



## TEHAMA COUNTY ATTACHMENT TO MERIT SYSTEMS CLASSIFICATION SPECIFICATION

**TITLE: ELIGIBILITY SUPERVISOR (BILINGUAL)**

**BOARD APPROVED:**

**FLSA: Non-Exempt**

**PROBATIONARY PERIOD: 12 months**

**BARGAINING UNIT: Misc.**

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### **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 (12<sup>th</sup>) grade;

### **License & Special Requirements:**

- Requires a valid California driver's license.
- Must be able to fluently speak and read Spanish. Must pass a Merit System Services written and/or oral bilingual proficiency test (or other appropriate test selected by the County) to qualify.

### **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 lift, carry, push, and pull materials and objects 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/AMERICAN WITH DISABILITIES ACT COMPLIANT/VETERAN'S PREFERENCE POLICY/DRUG-FREE WORKPLACE**

Original: 10/21/08

Revised: 03/21/17 (change to duties & requirements):