



MODOC COUNTY PROBATION DEPARTMENT
326 South Main Street - Alturas, California 96101
(530) 233-6324 - FAX (530) 233-6363

Chief Probation Officer Kimberly R. Wills
Assistant Chief Probation Officer Monica Seevers



JOB OPENING ANNOUNCEMENT

Support Services Administrator

SSA Salary: \$3,428 - \$4,374 monthly
Full Time/37.5 hours/Non-Exempt

Closing Date: Open until filled

MODOC COUNTY PROBATION DEPARTMENT has an opening for a Support Services Administrator. The optimal candidate will have a good understanding of the principles and practices of general, fund, governmental and grant accounting. The position requires skill in maintaining accurate records, preparing annual budget, and knowledge of Probation and Social Services funding sources. Specific duties will include assisting with hiring, training new employees, policy review, Board of Supervisor's agenda items, maintaining files, disseminating court documents, general office duties, data entry, and confidential recordkeeping.

This position requires graduation from a four year college or university with major course work in accounting, finance, economics, business or public administration, or a field related to the work and two years of experience in a combination of accounting, budgetary and financial analysis and reporting, preferable in a public agency setting. Some lead supervisory experience is desirable. Additional experience as described above may be substituted for the education on a year to year basis to a maximum of two years.

To qualify for this position, a person must be able to pass a background check, have a valid driver's license and be free from felony convictions. For applications, contact the Probation Department at 326 S. Main Street, Alturas, CA, 96101 or visit <http://www.co.modoc.ca.us/public-resources/Employment>.