



**JOB ANNOUNCEMENT
ACCOUNT CLERK I-II-III**

12-month Limited Term

POSTING DATES

Open until filled. For immediate consideration, applicants are encouraged to apply early.

AGENCY

Golden Sierra is a Joint Powers Authority public agency located in Roseville offering workforce development services for employers and individuals in El Dorado, Alpine and Placer Counties.

PURPOSE

The intent of this recruitment is to fill a 12-month, Full Time, Limited Term position for an Account Clerk I-II or III to support the Roseville Administrative, Fiscal and Program staff.

[Account Clerk I](#) A¹ \$20.75/hour* – G \$27.24/hour

[Account Clerk II](#) A¹ \$22.42/hour* – G \$29.38/hour

[Account Clerk III](#) A¹ \$24.87/hour* – G \$32.75/hour

Please submit any questions to hr@goldensierra.com

Please apply via Application:

<https://goldensierra.com/careers>

Applications must be submitted as outlined in “submission instructions” located on the application.

Incomplete, mailed applications, faxed applications, or resumes in lieu of applications will not be accepted. Unsigned applications will not be accepted. Applications completed by hand, in pen or pencil, will not be accepted. Cover letters, resumes, and references are not required at this stage. Only the employment application will be used to consider an applicant's qualifications for the position.

Golden Sierra is an equal opportunity employer/program Auxiliary aides and services are available upon request. Please contact Golden Sierra at least ten working days before a scheduled interview if you require accommodations.

**New hires will start at Step A¹ and are eligible to advance to Step A² after successful completion of the introductory period of 1,040 hours.*