

# San Bernardino County Special Districts Department

Invites Applications For

## Public Service Employee

San Bernardino County Special Districts Department is recruiting for the classification of Public Service Employee (PSE). This position works under close supervision performing a variety of assignments related to specified areas of work within the Special Districts Department. Areas of work covered under this job title include, but are not limited to:

- Office Clerical
- Administrative
- Maintenance
- Park Services
- Recreation Services
- Child Care
- Animal Care
- Cash Handling
- Customer Service
- Accounts Payable/Receivable
- Information Systems
- Communications
- Electrical
- Water/Wastewater Treatment Plant Operations

### **SALARY AND BENEFITS:**

Hourly rates for these positions vary by department. These positions have no benefits associated with them other than the County's PST Deferred Compensation Plan.

### **THE SELECTION PROCESS:**

**Eligibility lists will be established as a result of the application process. Those determined to be the most qualified after a competitive evaluation may be invited to participate in a written and/or oral examination as positions become vacant. This recruitment is being done to create master certification lists for continuous use. As positions in this classification become vacant these certification lists may be used to fill positions. These certification lists may be used to fill any PSE position within San Bernardino County Special Districts Department located within the San Bernardino County geographical area. Please be very specific when marking what geographical areas you are willing to work in on your application.**

### **TO APPLY:**

Recruitment for PSE positions will be routinely done to create and maintain a master certification list for use during the year. As positions become vacant these certification lists may be used to fill these positions. Applications may be obtained by calling (909) 387-5940 or in person, during normal business hours, at:

San Bernardino County Special Districts Department  
157 W. 5<sup>th</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415  
[www.specialdistricts.org](http://www.specialdistricts.org)

**Applications deadline: Open until filled.**