



OUR MISSION

The mission of **Children and Family Services** is to **protect** endangered children, **preserve** and **strengthen** their families and develop alternative family settings.



WHAT WE DO

CFS receives and reviews allegations of child abuse and neglect made within San Bernardino County and provides intervention and support services to families and children when those allegations are substantiated.

We provide family-centered programs and services designed to ensure a safe, permanent and nurturing environment for children while strengthening and attempting to preserve the family unit.

BECOME A PARTNER IN HOPE

WWW.GOVERNMENTJOBS.COM/CAREERS/SANBERNARDINO



Salaries are as of August 2022.
For current salary information, refer to the Human Resources website at:
<https://hr.sbcounty.gov/>



Children and Family Services

Administration Office

150 S. Lena Rd.
San Bernardino
Telephone: (909) 388-0242
Fax: (909) 388-0233

CREATING a BETTER FUTURE

ADMINISTRATIVE AND CLERICAL OPPORTUNITIES

CHILDREN AND FAMILY SERVICES (CFS) CAREERS

**OPPORTUNITIES
ABOUND** make a
DIFFERENCE



OFFICE SUPPORT

OFFICE ASSISTANT II & III

\$32,947.20 - \$47,548.80 annually

Performs clerical work in support of CFS. Collects, enters, and processes information. Prepares written documents and performs a variety of office tasks.

OFFICE SPECIALIST

\$37,668.80 - \$51,729.60 annually

Performs administrative support work for CFS involving a variety of complex and/or specialized departmental programs and services.

SECRETARY I

\$37,668.80 - \$51,729.60 annually

Performs a variety of secretarial duties and administrative tasks for CFS managers. Prepares written correspondence, reports, travel arrangements and calendaring. Makes appointments, maintains files and completes other office tasks as directed.

SUPERVISING OFFICE ASSISTANT

\$39,540.80 - \$54,412.80 annually

Performs supervisory and administrative support work, planning, organizing and coordinating the work of clerical, administrative and other support staff.

SUPERVISING OFFICE SPECIALIST & SUPERVISING FISCAL SPECIALIST

\$45,780.80 - \$63,003.20 annually

Performs supervisory and administrative support work, planning, organizing and coordinating the work of clerical, fiscal, administrative and other support staff.



ADMINISTRATIVE

ADMINISTRATIVE SUPERVISOR I & II

\$70,158.40 - \$107,806.40 annually

Supervises staff providing support services, conducts special studies, prepares and monitors budgets, evaluates work performances and performs related duties as required.

FISCAL ASSISTANT

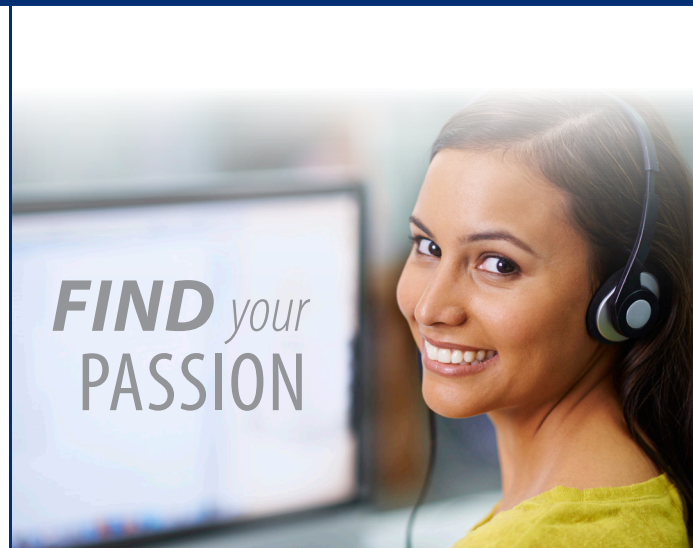
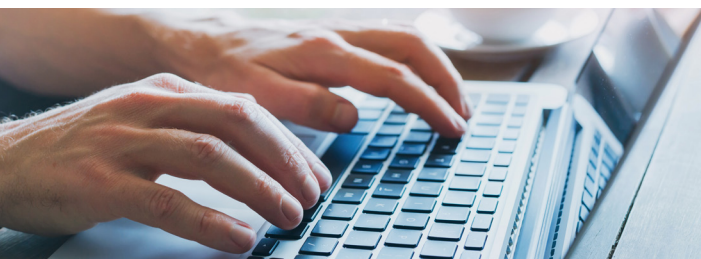
\$34,611.20 - \$47,548.80 annually

Performs fiscal work in support of CFS. Duties include auditing and processing accounts payable along with a variety of reporting and data entry.

FISCAL SPECIALIST

\$37,668.80 - \$51,729.60 annually

Performs fiscal duties and work in support of several operational processes. Duties include performing service coordination, compiling a variety of reports, reviewing/verifying statistical information and data entry.



STAFF ANALYST II

\$62,920 - \$86,465.60 annually

Conducts and analyzes research involving CFS operations and programs. Makes recommendations for implementation or improvement of programs.