



## EMPLOYMENT OPPORTUNITY

# SECRETARY

(The current position is in the Planning and Building Services Department, additional Secretary positions in other Departments may be filled using the qualified applicants from this recruitment).

### **SALARY AND BENEFITS**

\$13.38 - \$16.04 per hour, plus benefits package

### **FILING DEADLINE**

5:00 p.m., February 3, 2012

### **DUTIES AND RESPONSIBILITIES**

*The Secretary performs a wide variety of responsible secretarial, clerical and routine administrative duties in support of a manager and/ or staff assistant whose programs and objectives have involvement on a direct and continuing basis with other departments and extensive public interest.*

*The major duties of the job include:*

- Schedules appointments, makes necessary arrangements for conferences and meetings, notifies persons involved and sees that supervisor is fully briefed. Makes travel arrangements.
- Receives and screens telephone and personal callers, referring those which can be handled by staff or other offices.
- Maintains calendars and schedules appointments when necessary.
- Researches, compiles and organizes information for use by supervisor in the completion of administrative reports, surveys and other uses.
- Serves as liaison between person and staff served in other offices and outside groups.
- Releases based on general knowledge of program activities and policies.
- Screens and distributes incoming mail; reviews outgoing mail to insure materials are in order and in conformance with established procedures.
- Composes correspondence in response to routine inquiries.
- Takes minutes and distributes summaries; may take and transcribe dictation.
- Establishes and maintains recordkeeping and filing systems
- Prepares requisitions for supplies, equipment and work orders for repairs or maintenance services.
- Submits expense vouchers for payment; types a variety of correspondence, reports and other materials.
- May direct and coordinate the work of support employees.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education:** Equivalent to the completion of the twelfth grade. Some college coursework preferred

**Experience:** Two years of responsible secretarial and clerical experience.

**License:** Possession of or ability to obtain a California driver's license.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened January 20, 2012

## ☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.