



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

PLANNING & BUILDING SERVICES DEPARTMENT

SALARY AND BENEFITS

\$21.07 - \$25.36 per hour, plus benefits package

FILING DEADLINE

5:00 p.m., February 7, 2020

DUTIES AND RESPONSIBILITIES

The Administrative Assistant provides highly responsible administrative staff assistance including conducting specific and moderately complex analyses of a wide range of department activities. A high level of confidentiality is required. The major duties of the job include:

- Provide responsible para-professional and technical assistance in the analysis, implementation and monitoring of department programs; may perform advanced bookkeeping functions.
- Assist in formulating department policy, goals and procedures; collect and compile relevant data supporting recommendations.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.
- Monitor and coordinate the daily operation of assigned project or program area; perform administrative detail work and maintain appropriate records and statistics.
- Provide responsible administrative staff assistance including conducting analyses of a wide range of department activities.
- Conduct surveys and performs moderately complex research and statistical analyses as requested; prepare related reports.
- May perform highly responsible secretarial duties for assigned management including maintaining calendars, responding to correspondence, scheduling meetings, typing reports and letters, and answering phones.
- Direct basic office management functions which may include supervision of others; coordinate data processing needs.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management or a related field.

Experience: Four years of highly responsible administrative experience providing support to a high-level administrator. At least two years must be in an area relating to major responsibility. One-year experience in lead or senior level work required.

License: Possession of or ability to obtain a valid 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

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Lassen County application are available in Personnel at our website at: <http://lassencounty.org>, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened: January 9, 2020

☞ 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 post-conditional offer of 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.

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.