



## Employment Opportunity

# ADMINISTRATIVE ASSISTANT (ELECTIONS)

### **SALARY AND BENEFITS**

Range 18 (Underfill) \$19.21 - \$23.11 hourly, plus benefits package

Range 20 (Full Performance Level) \$21.07 - \$25.36 hourly, plus benefits package

### **FILING DEADLINE**

5:00 p.m., July 13, 2020

### **DUTIES AND RESPONSIBILITIES**

*The Administrative Assistant (Elections) assists with the planning, organizing, and supervision of the activities and staff of the County Clerk/Registrar of Voters Department; provides responsible administrative oversight and represents the department in the absence of the County Clerk/Registrar of Voters. Major duties of the job include:*

#### **ADMINISTRATIVE:**

- Assist in the preparation of a departmental and/or program budget; prepare budget recommendations; research past expenditures and project next year increases.
- Research possible revenue sources; prepare budgets and provide recommendations; research past and current expenditures in order to project the estimated future expenditures; develop and continually monitor grants and contracts to insure constant revenue flow.
- Perform para-professional and technical analysis and monitoring of department grants and contracts.
- Coordinate the preparation of Departmental policies, goals and procedures.
- Develop new program elements and program modifications related to area of assignment to meet stated goals and objectives.
- Monitor and coordinate the daily operation of assigned project or program area; perform fiscal detail work and maintain appropriate records and statistics.
- Provide analyses of a wide range of program activities within the Department.
- Conducts surveys and performs complex research and statistical analyses as requested; prepare related reports.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for specific area of assignment; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of administrative support staff.
- Evaluate operations and activities of Departmental operations; recommend and implement improvements and modifications; prepare various reports on operations and activities.
- Develop new program elements and program modifications.
- Participate in the selection of administrative staff; provide or coordinate staff training; work with employees to correct deficiencies; initiate disciplinary procedures.
- Coordinate activities with and provide information to outside contractors and service providers.
- Respond to complaints and requests for information from the public and department staff.
- Act as the County Clerk/Registrar of Voters, as necessary.

#### **ELECTIONS:**

- Assist in the development and implementation of Department goals, policies and procedures.
- Assist in the planning, organizing, and supervision of elections.
- Assist in compiling and analyzing data and performing boundary changes for redistricting.

- Represent the County and the County Clerk/Registrar of Voters in contacts with State and County agencies, department managers, and community.
- Respond to the public, interpret and explain policies and procedures; respond to complaints and correct problems that arise.
- Coordinate and establish activities associated with elections.

## MINIMUM QUALIFICATIONS

**Education:** Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, public administration, or a related field. Associates degree in business, accounting, office management, or a related field preferred. Education may be substituted for experience and a Bachelors Degree in a related field is fully qualifying for the Range 18.

### **Experience:**

**Range 18:** Two years of highly responsible administrative experience providing support to high-level administrator. One year experience in lead or senior level work preferred.

**Range 20:** Four years of highly responsible administrative experience providing support to high-level administrator. At least two of the years must be in substantive Elections activities; One year experience in the Range 18 (Underfill) position and the recommendation of the Lassen County Clerk/Registrar of Voters.

## SELECTION PROCESS

Those applicants presenting the most relevant qualifications will be invited to further participate in the selection process.

## HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. The Lassen County application is available from the Personnel Office listed below or by visiting our website at <http://lassencounty.org>. Qualified applicants are invited to submit a required Lassen County application to:

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

☎(530) 251-8320 ☎

Opened June 25, 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. 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.