



EMPLOYMENT OPPORTUNITY

CADASTRAL DRAFTER I

SALARY AND BENEFITS

\$16.07 – \$19.28 per hour, plus benefits package

FILING DEADLINE

5:00 p.m., May 26, 2020

DUTIES AND RESPONSIBILITIES

The Cadastral Drafter I updates and maintains legal records related to mobile homes, boats, agriculture, and business for processing the secured and unsecured tax roll; provides technical support to the Assessor's Office. The major duties of the job include:

- Perform general processing duties related to mobile homes, boats, agricultural and businesses; assist the public with requests or questions regarding area of assignment.
- Enter, proofread and process a variety of documents including general correspondence, reports, appraisals and deeds; may compose and prepare routine correspondence.
- Act as a receptionist; answer the telephone and wait on the general public, giving information on department and assigned program policies and procedures.
- Issue, receive, type and process various applications, reports, permits and other forms.
- Perform a wide variety of routine administrative support duties including filing, copying, verifying and recording information in systems of records.
- Sort and file documents and records, maintaining alphabetical, index and cross-reference files.
- Maintain a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports.
- Operate standard office equipment including personal computers and data processing equipment.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to the completion of the twelfth grade.

Experience: One year of responsible administrative support experience where accuracy of records and direct dealing with the public were involved

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. 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 May 14, 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.