



## EMPLOYMENT OPPORTUNITY

# PART TIME- EXTRA HELP PUBLIC HEALTH CONTACT TRACING

### **SALARY AND BENEFITS**

\$15.00 per hour, non-benefited.

### **FILING DEADLINE**

Continuous

### **DUTIES AND RESPONSIBILITIES**

*Performs a wide variety of general clerical duties related to the function and department assigned. The major duties of the job include:*

- Assist the public with requests or questions.
- Enter, proofread and process a variety of documents.
- Compose routine correspondence.
- Act as a receptionist.
- Issue, receive, type and process various documents.
- Perform a wide variety of filing, copying, billing, verifying and recording information.
- Receive, sort and distribute incoming and outgoing mail.
- Order office supplies.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education:** Equivalent to the completion of the twelfth grade.

**Experience:** One year of clerical experience.

**License:** May need to possess a valid driver's license as required by the position.

**Knowledge of:** Windows based computer systems including, practices and terminology and word processing.

## 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. A Lassen County application is available at our web site at: [www.lassencounty.org](http://www.lassencounty.org) or by visiting us at the address below. 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 December 17, 2020

### ☞ GENERAL INFORMATION ☜

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

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 after 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.