



## EMPLOYMENT OPPORTUNITY

# TECHNICIAN (Environmental Health)

### SALARY AND BENEFITS

\$17.60 - \$21.13 per hour, plus benefits

### FILING DEADLINE

5:00 p.m., September 20, 2019

### DUTIES AND RESPONSIBILITIES

*The Technician will collect and enter data on technical systems and perform tasks of a technical nature on a paraprofessional level.*

*The major duties of the job include:*

- Receives general supervision from professional or higher administrative level personnel.
- Review of applications and permits for compliance with applicable processes, regulations and timeframes.
- Recording and tracking of documents for compliance with applicable processes, regulations and timeframes.
- Responding to inquiries of customers such as developers, property owners, architects, appraisers by providing information related to procedures and policies either at the counter or on the phone.
- May perform field and/or site inspections.
- Create letters, memorandum, reports, minutes and other correspondence with a minimum of direction.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Two years work experience with computers, data, numbers; modern office experience.

Two years experience working in the particular area of the technical job being filled, i.e., two years in Environmental Health, Real Estate, Community Planning, or Building Departments.

#### **Training:**

Technical classes equivalent to one year beyond high school graduation.

**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

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://lassencounty.org>. 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 September 5, 2019

### ☞ 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 after post-conditional offer of employment is made. 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.