



## EMPLOYMENT OPPORTUNITY

# TECHNICIAN (BUILDING) OR SENIOR BUILDING TECHNICIAN

(Note: Only one position is available. Salary DOE.)

### SALARY AND BENEFITS

Technician (Building): \$17.95 - \$23.64 per hour, plus benefits package

Senior Building Technician: \$20.59 - \$27.17 per hour, plus benefits package

### FILING DEADLINE

Open until filled. **First review June 20, 2022**

### DUTIES AND RESPONSIBILITIES

*The Building Technician, under direction from the Building Official, within the Planning and Building Department, is responsible for collection and entry of data on technical systems and performs tasks of a technical nature on a paraprofessional level. The Senior Building Technician is a journey level class and performs the most complex and specialized technical work requiring a higher degree of knowledge of permitting, building and planning processes. (Receives only occasional instruction as new situations arise.) The major duties of the job include:*

- 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 inquires 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.
- Perform technical operations such as checking documents, assisting in creating or modifying maps, diagrams, permits, appraisals.
- May perform field and/or site inspections.
- May perform complex Data Entry that requires knowledge of specialized computer programs and/or systems.
- May perform complex but routine mathematical calculations.
- Create letters, memorandum, reports, minutes and other correspondence with a minimum of direction.
- Other duties may be 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:

**Education:** Equivalent to a high school diploma and technical classes equivalent to one year beyond high school graduation.

**Experience:** Two years' work experience with computers, data, numbers; modern office experience.  
Two years' experience working in Real Estate, Community Planning, or Building Departments.

**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 or the application center at the address listed below or by visiting the Personnel Department on our website at <https://.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 ☎

Updated June 9, 2022

### 🔊 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.