



## EMPLOYMENT OPPORTUNITY

# TRANSPORT SPECIALIST

### SALARY

\$17.58 - \$23.10 per hour, plus benefits package

### FILING DEADLINE

5:00 p.m., June 8, 2023

### DUTIES AND RESPONSIBILITIES

*Transportation of clients from the Behavioral Health Department, Family and Child Protective Services Department, and/or other Social Services Departments to and from various appointments, treatment facilities and hospitals. The major duties of the job include:*

- Ability to operate a County vehicle to transport clients of all ages to and from various locations.
- Assist clients with loading and unloading of items.
- Research and plan for traffic, construction and weather delays.
- Ensure car seats are clean and in good operating order before and after transport.
- Interact with clients in a professional manner at all times.
- Work on-call for emergencies; work on weekends.
- Occasional child care.
- Report any vehicle issues and request service.
- Arrange and Perform regular cleaning of fleet vehicles.
- Keep mileage records up to date, as required.
- Excellent navigation skills and proficiency in using navigation applications to find delivery locations
- Time management and organizational skills to keep track of deliveries and stay on schedule
- Exceptional communication and interpersonal skills to interact with clients
- Perform other 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 and training:

Equivalent to the completion of the twelfth grade. Be 21 years of age at the time of appointment.

#### Licenses and Certifications

Possession of, or ability to obtain, a California Class C driver's license with a good driving record and must be insurable under the County's Insurance Policy.

Current CPR and First Aid Cards (may be obtained at time of hire).

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited 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. An application may be obtained from the Personnel Office listed below or by visiting our website at <http://lassencounty.org> in the Personnel/Risk Management area, and the Resources tab. 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 25, 2023**

### ☞ 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.