



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE SUPPORT SPECIALIST I

There are currently three (3) vacancies.

SALARY AND BENEFITS

\$18.76 - \$24.67 per hour, plus benefits package

FILING DEADLINE

Open until filled.

DUTIES AND RESPONSIBILITIES

Under the direction of an assigned supervisor, the Administrative Support Specialist class is responsible for performing general administrative and fiscal program work. Incumbents perform a variety of clerical and fiscal duties requiring knowledge of the policies, procedures, rules and regulations related to an assigned County department; provide specialized assistance and information regarding departmental activities to staff, administrators, the public and others. The essential duties included the following: (All duties may not be performed by all incumbents)

- Addresses complaints and explains regulations to customers or the public.
- Responds to inquiries regarding departmental functions, services, policies, and procedures.
- Obtains information from customers, visitors, or callers to determine appropriate resource, action, document, or staff referral to meet their needs.
- Explains the proper use of forms and documents.
- Prepares items for mailing and sorts and distributes incoming mail according to established guidelines and procedures.
- Operates multiline telephone system including answering calls, transferring calls, and taking messages.
- Schedules customer appointments and maintains schedules for technical or professional staff.
- Composes correspondence, reports, memos, and other documents.
- Reviews and processes forms/documents in accordance with established guidelines and procedures.
- Monitors and updates manual or electronic files.
- Operates a variety of standard office equipment.
- Compiles information to respond to questions or address issues.
- Reviews submitted forms or applications to verify accuracy and completeness.
- Operates automated systems, or other department-specific computer systems.
- Maintains accurate department and customer records.
- Performs initial screening of applications for departmental services.
- 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: One (1) Year of full-time clerical experience that included some application of clerical and mathematical skills in the performance of duties; **OR**

Education: Equivalent to fifteen (15) semester units or twenty-two and one-half (22.5) quarter units that included coursework in basic office practices and procedures; mathematics such as addition, subtraction, multiplication, division, decimals, fractions, and percentages; or computer applications and spreadsheet software.

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. An application is available from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://www.lassencounty.org>. 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 ☎

Updated: August 2, 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.

If selected, 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.