



## EMPLOYMENT OPPORTUNITY

# COMMUNITY SERVICES OFFICER (Civil)

### SALARY AND BENEFITS

\$21.18 - \$27.90 per hour plus benefits

### FILING DEADLINE

Open until filled.

### DUTIES AND RESPONSIBILITIES:

*The Community Services Officer (Civil) is responsible for civil processes; community outreach; information collection; and record keeping of fiscal and statistical records. The major duties of the job include:*

- Receive, review and issue mandated civil processes for service. Perform bookkeeping, finance or record keeping work for civil processes.
- Receive, account for and properly disburse civil funds and property held by department.
- Perform maintenance of journals and subsidiary ledgers, general ledgers, tax billing, accounts receivable, payable and/or similar accounting records.
- Prepare and maintain computerized financial spreadsheets for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing information and financial records of Court actions.
- Review and audit legal documents received from Courts and private attorneys for accuracy and compliance with Civil process laws; provide technical information and support to persons civil actions or attempting civil actions.
- Balance financial information system controls; balance and post cash receipts, payments and registers; and balance various other statistical and financial transactions with source documents.
- Compile statistical data and prepare reports or summaries for submission to other departments in the County or outside agencies.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

**Education:** Equivalent to completion of the twelfth grade. Supplemental college level coursework in accounting or related field is preferred.

**Experience:** One year of responsible experience performing duties similar to an Account Clerk with Lassen County or any combination of experience and education that will meet the requirements of the job.

**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. 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 11, 2023**

### 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 prior to 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.

Lassen County requires pre-employment drug screening.

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.