



EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT TO THE DISTRICT ATTORNEY

SALARY AND BENEFITS

Level I: \$26.45-\$35.00 per hour, plus benefits

Level II: \$29.03-\$38.46 per hour, plus benefits

FILING DEADLINE

Open until filled. **First review date: March 16, 2023**

DUTIES AND RESPONSIBILITIES

Under supervision, performs or assists in the performance of a variety of responsible, complex and confidential administrative, technical and analytical duties in support of the District Attorney; relieves the DA of a variety of administrative and office details; provides general office coordination and administrative support for the DA; assists in the performance of a variety of administrative and analytical duties in support of various county projects, agencies and/or special programs; performs other related work as required. The major duties of this job include:

- Serves as liaison between DA and District Attorney department staff, other agencies, and the public, in receiving and communicating information;
- Interact with county executives and private citizens as a representative of the District Attorney Department.
- Assists with the development and monitoring of the department budget during the year;
- Researches, evaluates and prepares statistical, financial and demographic data used in reports, surveys, and analyses;
- P Assists in the development and analysis of department policies, procedures and systems;
- May research grant opportunities and assist in preparing grant proposals;
- Prepares organization, workload and other charts;
- Composes correspondence on various subjects from general instructions or independently in accordance with administrative policies or procedures;
- Reviews outgoing correspondence prepared by other staff members for DA's signature for consistency with administrative policy, format, or clerical correctness;
- Maintains confidential records and files;
- Logging in, and maintenance of a wide variety of documents which substantiate the activities of the District Attorney for legal and historical purposes;
- Provides administrative support to the DA and staff to include the maintenance of calendars and screening of visitors, telephone calls and correspondence;
- Performs general secretarial and administrative duties requiring typing and word processing skills;
- Performs related other duties as assigned.

MINIMUM QUALIFICATIONS

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

Education: Equivalent to the completion of course work from an accredited college or university leading to Bachelor's Degree in Criminal Justice or Public or Business Administration or a related field.

Experience: Four years of increasingly responsible administrative experience, which includes at least one year of administrative or analytical support to a high-level administrator in an organization.

Executive Assistant II

Education: Equivalent to the completion of course work from an accredited college or university leading to Bachelor's Degree in Criminal Justice or Public or Business Administration or a related field.

Experience: Three years' experience as an Executive Assistant I.

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. The required Lassen County application may be obtained from the Personnel Office listed below or by visiting the Personnel Department of our website at <https://lassencounty.org>. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

PH: (530) 251 -8320

Opened: March 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.

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.