



## EMPLOYMENT OPPORTUNITY

# SENIOR ADMINISTRATIVE CLERK

### SALARY AND BENEFITS

\$12.24 - \$14.65 per hour, plus benefits package

### FILING DEADLINE

5:00 p.m., February 19, 2010

### DUTIES AND RESPONSIBILITIES

*The Senior Administrative Clerk will perform a variety of specialized and responsible administrative, clerical and document processing functions. The major duties of the job include:*

- Relieve supervisor and other department staff of administrative support service functions; utilize independent judgment and initiative.
- Perform complex administrative clerical duties related to area of assignment.
- Interpret, apply and explain policies and procedures.
- Prepare correspondence and supporting documentation.
- Respond to public inquires, both on the telephone and in person.
- Maintain and monitor records and files.
- Type, proofread and edit correspondence, reports, proposals and contracts.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education:** Equivalent to the completion of the twelfth grade.

**Experience:** Three years of increasingly responsible clerical experience.

**License:** Possession of or ability to obtain a valid California driver's license.

**Knowledge:** Windows based computer systems including practices and terminology and word processing.

## 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 may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us>. 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 ☎

Opened February 4, 2010

### ☞ 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 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.