



EMPLOYMENT OPPORTUNITY

SENIOR ADMINISTRATIVE CLERK (TRANSPORTATION COORDINATOR)

SALARY AND BENEFITS

\$14.04-\$16.82 per hour, plus benefits package

FILING DEADLINE

5:00 p.m., August 30, 2019

DUTIES AND RESPONSIBILITIES

The Senior Administrative Clerk will perform a variety of specialized and responsible administrative, clerical and document processing functions. Under general supervision, receives requests for client transport from various Health and Social Services Departments. The major duties of the job include:

- Schedules drivers to complete runs, notifies drivers of changes and cancellations, collects and verifies time sheets, submits time cards.
- Schedules and coordinates maintenance of fleet vehicles, filing incident reports, training new staff on transportation and fleet services.
- 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 inquiries, 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 Personnel on 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 ☎

Opened August 15, 2019

☞ 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.