



EMPLOYMENT OPPORTUNITY

NATURAL RESOURCES TECHNICIAN

SALARY AND BENEFITS

\$20.18 - \$24.28 hourly, plus benefits package

FILING DEADLINE

5:00 p.m., April 3, 2020

DUTIES AND RESPONSIBILITIES

The Natural Resources Technician receives general supervision from the Director of Building and Planning or other higher level personnel within the Division.

The major duties of the job include:

- Review of all applications and permits for compliance with applicable processes, regulations and timeframes.
- Recording and tracking of documents for compliance with applicable processes, regulations and timeframes.
- Responding to inquires of customers such as developers, property owners, architects, appraisers by providing information related to procedures and policies either at the counter or on the phone.
- Perform technical operations such as checking documents, assisting in creating or modifying maps, diagrams, permits, appraisals.
- May perform field and/or site inspections.
- May perform complex Data Entry that requires knowledge of specialized computer programs and/or systems.
- May perform complex but routine mathematical calculations.
- Create letters, memorandum, reports, minutes and other correspondence with a minimum of direction.
- Other duties may be 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: Two years work experience with computers, data, numbers; modern office experience. Two years experience working in the particular area of the technical job being filled, i.e., two years in Real Estate, Community Planning, or Building Departments.

Training: Technical classes equivalent to one year beyond high school graduation. A Bachelors Degree in a natural or biological science may be substituted for the required experience.

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

An application may be obtained from the Personnel Office listed below or by visiting the Personnel Department at our website at <http://lassencounty.org>. 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 Ste. 3
Susanville, California 96130

 (530) 251 -8320 

Opened: February 27, 2020

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.