



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

AUDITOR DEPARTMENT

SALARY AND BENEFITS

\$24.11 - \$31.87 per hour, plus benefits package

FILING DEADLINE

5:00 p.m., July 12, 2024

DUTIES AND RESPONSIBILITIES

The Administrative Assistant, under direction of the Auditor or designee, provides responsible para-professional assistance in the analysis, implementation and monitoring of specific programs, administrative operations, and/or fiscal services. May exercise direct supervision over assigned clerical personnel. Some of the major duties of the job include (all duties may not be performed by all incumbents):

When assigned to fiscal operations:

Assist in the preparation of a departmental and/or program budget; prepare budget recommendations relative to assigned areas of responsibility; research past expenditures and project next year increases.

Research possible revenue sources; prepare budgets and provide recommendations related to assigned areas of responsibility; research past and current expenditures in order to project the estimated future expenditures; develop and continually monitor grants and contracts to insure constant revenue flow.

Perform para-professional and technical analysis and monitoring of department grants and contracts.

Prepare program area policies, goals and procedures relative to fiscal control; collect and compile relevant data supporting recommendations; implement policies and procedures.

Develop new program elements and program modifications related to area of assignment to meet stated goals and objectives.

Monitor and coordinate the daily operation of assigned project or program area; perform fiscal detail work and maintain appropriate records and statistics.

Provide analyses of a wide range of program activities related to area of assignment.

Conducts surveys and performs complex research and statistical analyses as requested; prepare related reports.

When assigned to administrative operations:

Direct office management functions that include supervision of other clerical and administrative staff. Coordinate data processing needs.

Provide responsible administrative staff assistance including conducting analyses of a wide range of department activities.

Assist in formulating department policy, goals and procedures; collect and compile relevant data supporting recommendations; implement policies and procedures.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.

Conduct surveys and perform moderately complex research and statistical analyses as requested; prepare related reports.

Compile and/or create materials and prepare reports, manuals and publications. Coordinate activities and provide information to outside contractors and service providers.

Respond to complaints and requests for information from the public and department staff. Compile and/or create materials and prepare reports, manuals and publications.

Provide information to outside contractors and service providers; prepare and publish requests for proposals and bids to the public; prepare contracts and programs for Board of Supervisors approval.

Respond to complaints and requests for information from the public and department staff.

Perform related duties as 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:

Four to six years of highly responsible administrative experience providing support to a high-level administrator. At least two of the years must be in an area relating to major responsibility. One-year experience in lead or senior level work required.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management, or a related field.

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. For an application, visit Lassen County Personnel at our website at: <http://lassencounty.org>, or visit the application center at the address listed below. 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: June 20, 2024

👉 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.