



## EMPLOYMENT OPPORTUNITY

# ADMINISTRATIVE SECRETARY

### SALARY AND BENEFITS

\$16.42 - \$19.72 per hour, plus benefits package

### FILING DEADLINE

5:00 p.m., March 4, 2016

### DUTIES AND RESPONSIBILITIES

*The Administrative Secretary performs a wide variety of responsible secretarial and complex clerical, and secretarial and administrative support duties for an assigned division or program. The major duties of the job include:*

- Perform a wide variety of complex, responsible, and confidential secretarial and administrative support duties for management personnel.
- Perform routine administrative projects for management personnel; research and compile background data; maintain records and files regarding department administrative activities.
- Screen calls, visitors and mail; respond to moderately complex requests for information.
- Interpret and explain County and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.
- Independently respond to letters and general correspondence not requiring the attention of management personnel.
- Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences. Perform accounting functions related to ordering supplies, equipment and services.
- May maintain time records; may maintain personnel files and records for management personnel.
- Order and purchase supplies for the department.
- Perform clerical duties related to department activities such as typing and filing.
- Participate and assist in the administration of a department budget; prepare budget reports, compile annual budget requests, and recommend expenditure requests for designated accounts.
- Research, compile, and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records.
- Assist in the support of a board or commission including preparing the agenda, assembling background materials, and typing minutes of meetings as assigned.
- Plan, assign and review the work of assigned clerical personnel.
- Recommend organization or procedural changes affecting clerical activities.
- Other duties may be assigned.

## MINIMUM QUALIFICATIONS

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

**Experience:** Three years of increasingly responsible secretarial and clerical experience involving frequent public contact.

Must be able to type at a corrected speed of 50 wpm

## 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. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department ☎ (530) 251-8320 ☎  
221 South Roop Street  
Susanville, California 96130

Opened February 19, 2016

### ☞ 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.

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.