



SUPERIOR COURT OF CALIFORNIA, COUNTY OF LASSEN

IS NOW ACCEPTING APPLICATIONS FOR:

Administrative Specialist I/II

Full Time

\$21.32 - \$30.00 per hour DOE

Application Deadline:

Continuous Until Filled



CAREER OPPORTUNITY:

The Superior Court of California, County of Lassen is now accepting applications for a full-time Administrative Specialist I/II. The Administrative Specialist Series ranges from Administrative Specialist I, an entry level classification, to Administrative Specialist II, a journeyman level classification. Position placement and salary will be determined based on experience.

Incumbents in this classification series are responsible for performing a wide range of routine and complex administrative tasks. In this role, incumbents are expected to support judicial, executive, and general administrative departments with minimal oversight. Incumbent will be expected to demonstrate a strong organizational, detail-oriented skill set, with excellent time management and effective communication skills.

Incumbents work under general supervision to perform duties that are well-defined and in accordance with policies and procedures. Incumbents must maintain confidentiality and must use sound judgment in performing duties.

The successful candidate will be expected to complete assignments with efficiency and accuracy to include: policy and procedure research and review, training and travel coordination, committee organization and support, employee wellness support, facility maintenance liaison, safety and security plan support, COOP plan support, ADA document compliance review, public records request responses, local rule and general order support, administrative research, human resources support, website and social media support, procurement support, and vendor liaison support as well as other duties as assigned. Incumbents may be expected to cross-train in some fiscal duties in support of the administrative functions of the court.

OUR MISSION:

The Lassen Superior Court shall resolve disputes arising under the law and shall apply the rule of law in a fair, equal, and consistent manner in its role to uphold justice and protect the rights and liberties of its citizens. The employees of the court shall endeavor at all times to provide service in an efficient, timely, and understandable manner with integrity and professionalism. The Court shall promote public confidence and provide user-friendly, customer-oriented services to ensure equal and fair access to justice. All persons shall be treated with respect and dignity in a safe and secure environment.

LASSEN COUNTY

The County of Lassen (population of approximately 30,348) was incorporated in 1864 following the conclusion of the two-day conflict known as the "Sagebrush War" that began in February of 1863. In the 1880s several small towns began to pop up in support of miners hailing to California in search of the glory of the Gold Rush. The county includes the cities of Susanville, Westwood, Herlong, and Bieber among others, and offers tremendous opportunities for recreational adventures boasting more than 122 lakes and several hiking trails. With a portion of Lassen National Park located in the western corner of the county there are endless ways to enjoy the outdoors and plenty of land for rural life to flourish.



ABOUT THE COURT AND LASSEN COUNTY

The Court has two judges and one commissioner and operates in the Hall of Justice, which was constructed between 2011 to 2012. The Hall of Justice was opened to the public in May of 2012. The Court is one of 58 subdivisions of the California trial courts and sits at the Lassen County seat of government in the City of Susanville. The Court employs approximately 23 staff including full-time, part-time and contract workers. The Court utilizes a single case management system for all case types and submits data electronically to DMV, DOJ and JBSIS. For additional information about the Court, visit the Court website at www.Lassen.Courts.CA.gov



APPLICATION PROCESS

Applicants may apply online or by submitting a hard copy employment application to the Administrative Department at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

*Superior Court of California County of Lassen
Attention: Administrative Department
2610 Riverside Drive
Susanville, CA 96130*

SELECTION PROCESS

The selection process is confidential. Applications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications. The Court will only interview the candidates that best meet the needs of the Court. Successful candidates may be asked to return for a second interview. Offers of employment are conditional upon successful completion of a pre-employment live scan clearance and drug screen.

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The Superior Court of California, County of Lassen is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Administrative Department upon submittal of the application. Medical disability verification may be required prior to accommodation.

BENEFITS

Full-time employees are eligible to enroll in the following offerings:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Savings Accounts
- Health Savings Account

Note: *This is not an exhaustive list of available benefits.*

Leave Accruals

Sick: 15 sick days per year with no cap on accumulation.

Vacation: 12 days first year of employment with up to 20 days per year based upon length of service.

Holidays: 14 paid holidays per year and 4 personal holidays.

MINIMUM QUALIFICATIONS:

Administrative Specialist I

An educational level equivalent to a high school diploma or GED and at least one year of administrative support experience. Candidates who can demonstrate successful experience in similar roles may be considered.

Administrative Specialist II

At least two (2) years of progressively responsible work experience in the classification of the Administrative Specialist I with Lassen Superior Court, OR two (2) years of progressively responsible administrative support experience in a public agency.