

COUNTY OF LASSEN  
JOB DESCRIPTION

CLASS TITLE:	Program Assistant	CLASS CODE	AD09
DEPARTMENT:	VARIOUS	UNIT	UPEC
REPORTS TO:	Dept Head or Asst Dept Head	FLSA STATUS	NON
BOARD APPROVAL	6 2000/Review 09/03/Revised 10/04	RANGE	15

**JOB SUMMARY**

To assist in the planning, coordination of a departmental program within the county, and to perform a variety of specialized and responsible administrative, technical, and secretarial functions for that program.

**DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level. Positions at this level work directly for a Department or Assistant Department Head under general supervision. They have a significant level of responsibility for one programmatic area, performing duties that require specialized knowledge related to the area of assignment. Employees at this level are required to be fully trained in all procedures and policies relating to the program. This is distinguished from the Senior Administrative Clerk by the level of program responsibility and independence.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction and supervision from a Department Head or Assistant to a Department Head. May provide technical supervision to clerical personnel or act as lead.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform a wide variety of planning and coordinating activities related to the applicable programs. Perform clerical, secretarial, technical and administrative duties for that program.

Recommend policy and appropriate procedures for program.

Represent the program needs under direction from Department Head to various other departments and public.

Interpret, apply and explain policies and procedures related to area of assignment; respond to individuals requesting services related to area of assignment

Collect information from a variety of resources for use in compiling reports.

Operate, maintain and train others on software programs necessary for program.

Assist in compilation of program budget and purchasing needs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable state, federal and local ordinances, laws, rules and regulations affecting program area.

Knowledge of word processing and spreadsheet software

Modern office procedures, methods, computer equipment and file management.

**Ability to:**

Establish and maintain effective working relationships with those contacted in the course of work.

COUNTY OF LASSEN  
JOB DESCRIPTION

Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.

Manage multiple tasks; organize and manage multiple priorities.

Operate computers and related software.

Interpret and apply relevant government codes and laws.

Communicate clearly and concisely, both orally and in writing.

Perform under stress with multiple types of personalities and contacts.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist, stoop and/or bend to reach equipment surrounding desk; perform simple and power grasping, pushing, pulling and fine manipulation; and occasionally lift up to 20 pounds. Ability to speak and hear, to use hands to finger or handle, to walk and stand.

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:** Any combination of education and experience that provide the required knowledge, skills and abilities will be accepted. A typical way to provide that combination would be:

High School Degree required with 60 units of college level experience.

Three years of increasingly responsible secretarial or clerical experience, with at least one year of experience in specific program area.

**Licenses and Certifications**

May need to possess a valid driver's license as required by the position.

**Physical Demands and Working Conditions**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.