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THE APPLICATION and EXAMINATION PROCESS

APPLICATIONS: Applications for employment are accepted only during a time of recruitment. When a final filing date is indicated, a completed "Lassen County Application for Employment" form must be received by the Personnel Department before 5:00 PM of the closing date. The application must be filled out completely and clearly show that the minimum requirements are met. Applicants are invited to submit a letter of interest and professional resume in addition to the completed application.

ALL STATEMENTS ARE SUBJECT TO VERIFICATION AND INVESTIGATION. An applicant's acceptability for any examination must be based on the information on his/her application. An application and attachments, once submitted, cannot be returned. A thorough background investigations will be conducted prior to employment.

ALCOHOL/DRUG TEST, MEDICAL, and/or FINGERPRINT REQUIREMENTS: All prospective County employees shall have a pre-employment Alcohol/Drug test. A medical screening may be required before appointment to a position. Fingerprinting will be required for certain positions within the County.

EQUAL OPPORTUNITY: The County of Lassen is an equal opportunity employer, observing Federal, State and Local laws regarding discrimination on the basis of non-merit factors including sex, age, marital status, race, color, ancestry, national origin, medical condition, handicap, and sexual preference. STATEMENT of

ECONOMIC INTERESTS: Employees in designated positions will be required to file a "Statement of Economic Interests" in compliance with the State of California Conflict of Interest Code.

SELECTION PROCESS: All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process, rather, the county reserves the right to determine the number of best qualified applicants that may continue the process. The process may include, but is not limited to, one or more of the following: application review, competitive screening, written examination, performance examination and/or oral examination as well as the probationary period.

PROBATIONARY PERIODS: If hired, you will serve a "Probationary Period". This "job tryout" is the last part of the examination and lasts at least six (6) months and may, depending on the job, last up to one year. Discharge for any non-discriminatory reason may be made during this period without right to appeal.

AFFIRMATIVE ACTION: Information relating to complaints of discrimination and the County's Affirmative Action Program are available on request.

DISABLED APPLICANTS who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

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