



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

OFFICE TECHNICIAN I/II

SALARY RANGE: I - \$14.33 – \$17.42 – Per Hour II - \$16.23 – \$19.72 Per Hour

FINAL FILING DATE: An official Glenn County Application must be received in the Glenn County Personnel Department by 12:00 p.m., Noon, Monday, February 13, 2012.

THE POSITION

Glenn County is recruiting individuals to one regular full-time Office Technician I/II position at the Glenn County Assessor/Elections/Recorder Office. The individual appointed to this position will perform a wide variety of technical and clerical duties and to provide information and assistance to the public regarding departmental policies, procedures and laws. This position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Office Technician I: Perform a variety of technical work in the department to which assigned. Assist in coordinating and implementing assigned programs. Establish files; maintain accurate and detailed records; verify the accuracy of information; research discrepancies and notify appropriate personnel or agency. Apply departmental policies and procedures, as well as applicable state laws, in determining accuracy and completeness of various applications, forms and records. Supply individuals with information, copies of documents and records, etc. Word process and proofread a variety of documents; enter a variety of departmental data into the computer; retrieve information as needed; operate various printers. Compile data for use in reports and/or managerial decision-making. Prepare type, maintain and/or process a variety of records, reports, correspondence, charts, tables, logs, legal documents, etc., as required. Perform routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, completing and processing various forms, maintaining inventory, ordering supplies, assemble materials, fax information, answer the telephone, greet and assist customers / clients, process mail, etc. May perform routine to moderately complex bookkeeping work as assigned, which may include processing accounts payable and receivable, maintain balances, prepare billings, disburse funds, collect and receipt payments, prepare statements, prepare deposits, etc. May provide technical and functional supervision over lower level technical and/or clerical staff. Attend a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate. Receive and respond to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public. Perform related duties as assigned.

Office Technician II: (In addition to the duties listed above): Perform a variety of the most complex and specialized technical work in the department to which assigned. May provide technical and functional supervision over lower level technical and/or clerical staff.

QUALIFICATIONS

Office Technician I:

Knowledge of: Modern office practices and technology, including the use of computers for data and word processing. Principles and procedures of filing, indexing and record-keeping. Business letter writing and report preparation. English usage, spelling, grammar and punctuation. Basic mathematical principles. **Ability to:** Learn, understand and interpret pertinent federal, state and local laws, codes and regulations. Learn the operation, policies and procedures of the department. Understand and follow oral and written instructions. Operate a variety of office equipment and machinery. Type and/or word process at a speed necessary to successful job completion. Establish and maintain cooperative-working relationships with those contacted during the course of work. Communicate clearly and concisely, both orally and in writing. Maintain records and prepare required reports. Perform simple mathematical calculations. Maintain confidentiality as required.

Office Technician II: (In addition to the above listed): Pertinent federal, state and county laws and regulations. Principles of supervision and training. **Ability to:** Direct the work of others.

TRAINING AND/OR EXPERIENCE

Experience: I - Three years of increasingly responsible technical and clerical experience. II - Four years of increasingly responsible technical and clerical experience. Completion of 24 semester units from an accredited college or university in business-related course work may be substituted for one year of the required experience.

Training: Equivalent to the completion of the 12th grade.

— continued —

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A, Willows, CA 95988-2739 (530) 934-6451

"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457

Website www.countyofglenn.net

SELECTION PROCESS: The selection process will consist of an application ranking, performance exam/skill test, drug screen, and fingerprinting. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form, but not in-lieu of completing the official Glenn County Application.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employees (PSE) temporary (no benefits).

IMPORTANT: *If you would like to be notified of your standing, please include a self-addressed, stamped envelope.* If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview.

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. SYCAMORE STREET, SUITE A

WILLOWS CA 95988

TELEPHONE (530) 934-6451

FAX (530) 934-6452 or 934-6457

TDD--No Voice (530) 934-6444

Website www.countyofglenn.net

1/24/12

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, Monday, February 13, 2012

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination and fingerprinting as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 12 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security.

VACATION: 0 – 2 full years, 10 days; 3 – 12 full years, 15 days; 13 – 20 full years, 20 days; after 20 full years, 25 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.