

COUNTY OF GLENN



Office Technician I/II

HHSA

Deadline to Apply: Monday, April 8, 2024

COMPENSATION: \$18.38 - \$25.31 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include :

- Glenn County Employment Application
- Resume
- Transcripts and/or Certificates
- Cover Letter

Interview Date: Tuesday, April 16, 2024

This position is located in the Public Guardian Division of the Health and Human Services Agency and performs a wide variety of specialized technical duties including providing information and assistance to the public regarding departmental policies, procedures and laws. The Office Technician II position is distinguished from the class of Office Technician I by the responsibility to perform the most complex technical duties in the program to which assigned. The position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be knowledgeable in the principles and procedures of filing, indexing, and record keeping. They will have the ability to learn, understand, and interpret federal, state, and local laws; and maintain cooperative working relationships with those contacted during the course of work.

JOB DUTIES

- Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.
- Word processes and proofreads a variety of documents; enters a variety of departmental data into the computer; retrieves information as needed; operates various printers.
- Performs 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, assembling materials, faxing information, answering the telephone, greeting and assisting customers / clients, processing mail, etc.

Refer to the **job description** for a full list of duties.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I - Three 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.

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.

EDUCATION:

I/II - Equivalent to the completion of twelfth grade.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Monday, April 8, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

THE SELECTION PROCESS:

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.