



# COUNTY OF GLENN



Is recruiting for a

## ACCOUNTING & GENERAL SERVICES SPECIALIST II/III

### DEADLINE TO APPLY

**Extended to:**

**Friday, July 23, 2021**

### COMPENSATION

**II —\$17.55—\$21.34 Per Hour**

**III—\$19.39—\$23.57 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

### THE SELECTION

### PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. 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 Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

The Accounting & General Services Specialist II/III position in the General Services Department performs a variety of highly complex technical para-professional administrative duties including lead and/or supervisory duties in support of one or more of the following functional areas; facilities management, fiscal and accounting; department administrative or department projects, or programs that require a thorough knowledge of the terminology, procedures, and practices for the assigned functional area; and performs related work as assigned. The Accounting & General Services Specialist III classification differs from the level II classification, which is the journey level in the series and does not provide supervision or handle highly complex administrative support duties. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to make administrative decisions and take actions based on the interpretation of laws and regulations as well as operating policies and procedures.

### WHAT YOU'LL DO

- Reviews reports, logs, and other documents; obtains and compiles complex fiscal, statistical, and administrative data and information from multiple sources; tracks and maintains data and prepares summaries and reports for management; notes trends and areas of concern; provides comments and/or recommendations regarding policy, procedure, staffing, program, or organizational changes.
- Reviews, verifies, and processes documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.
- Conducts surveys and studies; performs research to track administrative, fiscal, personnel, and operational performance.
- Maintains routine and highly complex administrative, accounting, personnel, payroll, and/or fiscal records.
- Answers questions and provides information to the public, contractors, and vendors; handles the investigation of complaints and recommends corrective action as necessary to resolve complaints.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 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.

## ARE WE A MATCH?

- You are able to prioritize assignments based on broad criteria.
- You have knowledge of technical principles and methods of investigating and resolving administrative problems.
- You are able to gather, tabulate, validate, summarize, and present data in a meaningful way.
- You have knowledge of principles of effective business communication, including the development of correspondence, reports, and presentations.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

II—One (1) year of full time experience performing the duties of an Accounting & General Services Specialist I in the County of Glenn. OR Three (3) years of full-time experience performing advanced journey-level clerical, secretarial, or administrative support work. III—Two (2) years of full time experience performing the duties of an Accounting & General Services Specialist II in the County of Glenn. OR Four (4) years of full-time experience performing advanced journey-level increasingly responsible clerical, secretarial, or administrative support work.

### **EDUCATION:**

II/III—Equivalent of two years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely relate field from an accredited college or university.

## 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., Friday, July 23, 2021.

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

### Application packets must include the following

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

- 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.