



# COUNTY OF GLENN



Is recruiting for an

## ACCOUNTING AND GENERAL SERVICES SPECIALIST I/II— Mental Health

### DEADLINE TO APPLY

Friday, December 16th, 2022

### COMPENSATION

I: 16.55- \$20.11 Per Hour

II: \$18.29- \$22.24 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

This position at the Health and Human Services Agency, Mental Health Department, under general supervision will serve as a generalist with our reception/front office team, performing a wide variety of duties involving multiple administrative and customer service functions that require knowledge of the terminology, procedures, and practices for the assigned functional area and performs related work as assigned. There are two positions available, scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to provide exceptional customer service in a front office/reception healthcare setting to clients of the Mental/Behavioral Health Department.

### WHAT YOU'LL DO

- Performs routine administrative, clerical, and customer service duties.
- Enters data into computer systems and maintains information systems database; processes transactions, assesses and validates data, compiles documentation, reconciles reports.
- Collects, compiles, and tracks data, including caseload data, and provides data summaries, reports, and/or recommendations for program improvement.
- Verifies and reconciles various information, reports, journals or related fiscal and statistical data.
- Checks documents for validity and accuracy of information; collects, records, files, and distributes related paperwork.
- Prepares presentations, general and technical correspondence, develops forms, tracking systems, databases, and spreadsheets.

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 English usage, including correct grammar, spelling, and punctuation.
- You are able to learn and understand the organization and operations of the assigned area and/or outside agencies.
- You have knowledge of principles and practices of effective record keeping.
- You are able to establish and maintain effective working relationships act as an effective team player.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

**I:** Two (2) years of full-time experience performing advanced journey-level clerical, secretarial, or administrative support work.

**II:** One (1) year of full time experience performing the duties of an Accounting and 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.

### **EDUCATION:**

**I/II:** Equivalent of two (2) years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely related field from an accredited college or university.

**OR,** Bachelor's degree in business administration, public administration, personnel, statistics, economics, accounting, or closely related field from an accredited college or university, may be substituted for two (2) years of required experience.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, December 16th, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) 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.