



# COUNTY OF GLENN



Is recruiting for a

## ADMINISTRATIVE ASSISTANT

### DEADLINE TO APPLY

**Friday, October 7, 2022**

### COMPENSATION

**\$25.52 - \$31.02 Per Hour**

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

Plus an excellent benefits package:

Mid Managers Association  
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 Administrative Assistant is located in the Mental Health division at the Health and Human Services Agency. This position performs secretarial and administrative work of considerable difficulty and complexity for an Assistant or Deputy Director; performs office support work requiring independence, initiative, and discretion; may be responsible for clerical office oversight and/or may supervise the work of clerical support staff and performs related work as required. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate is a self-starter who is detail-oriented, resourceful, and organized. The candidate should possess the strong interpersonal skills necessary to effectively work with other staff and outside agencies.

### WHAT YOU'LL DO

- Performs advanced secretarial support duties for an Assistant or Deputy Director within a department; develops and recommends complex procedures applicable to areas of assignment.
- Develops and implements systems for improving the efficiency and effectiveness of assigned operations.
- Monitors deadlines and calendars as assigned and develops/maintains control and tracking systems.
- Arranges and coordinates meetings, seminars or classes; arranges for travel transportation.
- Interprets and explains specialized and complex information regarding established rules, regulations, policies, procedures and technical office operations to managers, patients, clients, outside agencies and others.
- Researches difficult and complex issues; obtains information from managers, staff, clients, and others.

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 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.

## ARE WE A MATCH?

- You are able to learn, understand and interpret pertinent federal, state and local laws, codes and regulations.
- You have knowledge of clerical methods of researching, gathering, organizing and reporting data.
- You are able to communicate clearly and concisely, both orally and in writing.
- You have knowledge of basic budgeting procedures and techniques.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

Five (5) years of increasingly responsible clerical and/or secretarial experience including duties related to departmental administrative operations.

### **EDUCATION:**

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training or business course work from an accredited college, university or recognized technical training institution.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, 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, October 7, 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.