



COUNTY OF GLENN



Is recruiting for a

CASHIER/GATE ENTRANCE WORKER

DEADLINE TO APPLY

Friday, August 19th, 2022

COMPENSATION

\$15.42-\$17.85 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 performs a variety of duties involved in the control of traffic into a County solid waste disposal facility and in the routine maintenance of the facility. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have experience or training in entrance gate or retail store operations. Also, this person will have the knowledge to recognize hazardous materials, vehicle classifications and load capacities.

WHAT YOU'LL DO

- Prepares entrance area for business each day.
- Controls the flow of traffic entering and exiting the solid waste disposal facility.
- Checks loads for hazardous waste.
- Estimates load sizes; calculates and collects fees based on established fee schedules; issues receipts.
- Maintains security of receipts; reconciles cash against receipts and prepares deposits.
- Prepares and maintains routine records and reports of solid waste disposal activity.
- Maintains recycling area; assists with roadside cleanup program duties.
- Assists in the performance of routine grounds maintenance tasks.
- Orders clerical supplies as needed.
- Receives and responds to inquiries and complaints from customers and the general public.
- Performs related duties as assigned.

A complete job description and list of duties can be found at 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 maintain records and prepare reports.
- You have knowledge of general clerical procedures, including handling cash transactions and basic record-keeping.
- You are able to work effectively in the absence of supervision.
- You have knowledge of safe work practices.
- You are able to communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Two years of responsible work experience in performing teller or cashier activities; some experience or training in entrance gate or retail store operation is desirable.

EDUCATION:

High school diploma or GED equivalent.

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, August 19th, 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
- 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.