



COUNTY OF GLENN



Is recruiting for a

HHSA INVESTIGATIVE ASSISTANT

DEADLINE TO APPLY

Wednesday, May 18th, 2022

COMPENSATION

\$22.22—\$27.00 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 under supervision, will assist in the Special Investigations Unit of the Health and Human Services Agency, Social Services Division. The incumbent will assist with court documents, locating and interviewing witnesses and suspected violators, and will perform related duties as assigned. This position is full-time and is scheduled for forty (40) hours per week, and is a non-safety classification.

THE IDEAL CANDIDATE

The ideal candidate will be able to provide investigative support with routine aspects of criminal investigations.

WHAT YOU'LL DO

- Assist in research of evidence, recording crime scenes, and providing investigative support.
- Perform field work locating and interviewing informants, suspected violators, and witnesses.
- Serve court documents; assists in case development.
- Gathers, assembles, preserves, and reports facts, statements, or affidavits, and other evidence for use in legal action.
- Interpret and explain the provisions of laws, rules, or regulations related to investigations.
- Gathers, examines, and evaluates a variety of records and documents to secure information concerning suspected violations.
- Testify in court; prepares file records and reports; performs case reporting tracking.
- 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 learn California laws related to welfare fraud, fraud investigations, and eligibility requirements depending on area of assignment.
- You have knowledge of laws governing domestic violence and custody of minors.
- You are able to recognize fraudulent documentation.
- You have knowledge of report writing and record keeping.
- You are able to deal effectively with citizens and public officials under conditions requiring tact and good judgement.
- You have knowledge of current office procedures, practices, and equipment; spreadsheet, word processing, email, and scheduling functions.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Two (2) years of experience performing investigative functions, including but not limited to, investigations, interviews, research, report writing, and case management.

EDUCATION:

Thirty (30) semester units 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 calapps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Wednesday, May 18th, 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.