



COUNTY OF GLENN



Is recruiting for a

OFFICE ASSISTANT II/III—HHS A

DEADLINE TO APPLY

Friday, December 9th, 2022

COMPENSATION

II - \$15.58- \$18.92 Per Hour

III - \$16.39- \$19.92 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 located at the Health and Human Services Agency, Social Services Division, performs general clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services, and performs related work as required. The Office Assistant III is the advanced journey level in the series, and is distinguished from Office Assistant II by the performance of the most complex and specialized range of duties assigned, including the preparation and maintenance of a wide variety of complex documents. This position is full-time and is 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 setting to the clients and visitors of the Health and Human Services Agency.

WHAT YOU'LL DO

- Answers the telephone; provides information and assistance to callers or routes calls to appropriate staff person; takes messages as necessary; greets and assists office visitors.
- Types, proofreads, processes, copies, files, transmits, distributes and/or mails a variety of routine documents, including correspondence, agendas, minutes, reports, forms, logos, etc.
- Performs routine clerical work as required, which may include copying and filing documents, indexing, processing daily incoming and outgoing mail, faxing information, assembling materials, etc.
- May coordinate and/or assist with various special projects as assigned.
- Operates various office equipment, which may include a computer, printer, typewriter, calculator/adding machine, copier, fax machine, postage machine, telephone, etc.
- Compiles information and data as requested for use in reports and management decision making.
- Performs other 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, understand, and correctly interpret policies and procedures of the department to which assigned.
- You have knowledge of English usage, spelling, grammar, and punctuation.
- You are able to understand and follow oral and written instructions.
- You have knowledge of principles and practices of filing and record-keeping.
- You are able to type, enter computer data and/or transcribe accurately and at speeds necessary for successful job performance.
- You have knowledge of basic arithmetic.

MINIMUM QUALIFICATIONS

EXPERIENCE:

II - One (1) year of experience as an Office Assistant I in Glenn County; or one year of increasingly responsible clerical experience including public contact. **III** - One (1) year of experience as an Office Assistant II in Glenn County; OR Two (2) years of full-time of increasingly responsible clerical experience in an office environment that includes public contact.

EDUCATION:

II/III - Equivalent to the completion of the twelfth grade.

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, December 9, 2022.

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.