



COUNTY OF GLENN

An Affirmative Action – Equal Opportunity Employer
We encourage minorities, women and disabled individuals to apply. In addition, bi-lingual (Spanish, Hmong, Laotian) individuals are encouraged to apply.

HAS A JOB OPPORTUNITY FOR

PSE I - OFFICE ASSISTANT II *EXTENDED*

CLOSE DATE: Friday, January 22nd, 2021

SALARY RANGE: \$14.05 per hour

FINAL FILING DATE: A complete application must be received in the Glenn County Personnel Department by **5:00 P.M., Friday, January 22nd, 2021**

THE POSITION

PSE I - Office Assistant II 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 at the Glenn County Health and Human Services Agency. Specific duties include collecting, sorting, scanning, posting, delivering and picking up mail, correspondence, and documents for all divisions of the agency. Must have the ability to lift/carry mail bins, and drive a van approximately 50 miles per day on a planned courier route within a specific time schedule. This position is scheduled for twenty-five (25) hours per week and there are two (2) positions available. This recruitment *may* be used to establish a list to fill future vacancies for the next twelve (12) months.

TRAINING AND EXPERIENCE

Experience: Experience related to filing, reception, processing mail, typing, data entry, answering telephone, assisting the public or other office support duties.

OR

One (1) year of experience as an Office Assistant I in Glenn County or One (1) year of increasingly responsible clerical experience including public contact.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate: Possession of, or ability to obtain an appropriate, valid California Driver's License.

All applicants are encouraged to review a detailed job description available at <http://www.countyofglenn.net/dept/personnel/job-opportunities/job-descriptions> and apply only if they clearly meet the Minimum Qualifications for the position