



COUNTY OF GLENN



Is recruiting for a

PSE II—OFFICE ASSISTANT II

DEADLINE TO APPLY

Open Until Filled

COMPENSATION

\$14.55 Per Hour

PSE Benefits:

[PSE Summary of Benefits](#)

THE SELECTION

PROCESS

Candidates must submit a completed County of Glenn job application. 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 general clerical duties related to filing, reception, mail processing, typing or data entry, and performs related duties as required at the Glenn County Health and Human Services Agency. This position is at-will, temporary, and part-time and is scheduled for twenty-five (25) hours per week. This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

THE IDEAL CANDIDATE

The ideal candidate will have experience related to filing, reception, processing mail, answering telephone, and assisting the public and/or other office support duties.

WHAT YOU'LL DO

- Perform general clerical work with efficiency.
- Maintain a variety of records and files.
- Type, enter computer data accurately, and at speeds necessary for successful job performance.
- Operate standard office machinery and computer software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and professional working relationships with those contacted in the course of work.
- Maintain confidentiality as required.
- Must have the ability to lift and carry mail bins, drive a County van approximately 50 miles per day on a planned courier route, within a specific time schedule.

A complete job description and list of duties can be found at www.countyofglenn.net

About Glenn County Glenn County has a population of 28,122 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.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Experience related to filing, reception, processing mail, typing, data entry, answering telephone, assisting the public, and/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.

EDUCATION:

Equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE:

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

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, please submit a completed County of Glenn employment application online at calopps.org or to the Personnel Department located at 525 W. Sycamore Street, Willows, CA 95988. Applications will be accepted until the position is filled.

- 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.