



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 III – Accounting & General Services Specialist III**

CLOSE DATE: Friday, September 25th, 2020

SALARY RANGE: \$18.84 Per Hour

FINAL FILING DATE: A complete application packet must be received in the Glenn County Personnel Department by **5:00 P.M., Friday, September 25th, 2020**

THE POSITION

The PSE III – Accounting & General Services Specialist III position performs a variety of highly complex technical para-professional administrative duties including lead and/or supervisory duties in support of one or more of the following functional areas; facilities management, fiscal and accounting; department administrative or department projects, or programs that require a thorough knowledge of the terminology, procedures, and practices for the assigned functional area; and performs related work as assigned at the Glenn County General Services Department. Assignments may focus on one or more of the areas identified below, or may serve as a generalist, performing a wide variety of duties involving multiple administrative functions. This position is at-Will, Temporary and Part-Time - scheduled for up to 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.

TRAINING AND EXPERIENCE

<u>Experience:</u>	Two (2) years of full-time experience performing the duties of a Account & General Services Specialist II in the County of Glenn. OR Four (4) years of full-time experience performing advanced journey-level increasingly responsible clerical, secretarial, or administrative support work.
<u>Training:</u>	Equivalent of two years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely relate field from an accredited college or university.

Application forms may be completed on CalOpps.org or obtained from and returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: www.countyofglenn.net

For a complete job description, please visit the Glenn County Personnel Department

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