



COUNTY OF GLENN



Is recruiting for a

PUBLIC SERVICE WORKER II - HHS

DEADLINE TO APPLY

Friday, December 9th, 2022

COMPENSATION

\$16.39 Per Hour

PSE benefits:

PSE Summary of Benefits

THE SELECTION

PROCESS

Candidates must submit a completed 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

The Public Service Worker II - HHS position performs a wide variety of specialized technical duties and provides information and assistance to the public regarding departmental policies, procedures and laws. This position is at-will, temporary, part-time and scheduled for twenty-five (25) hours per week.

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

- Answers the telephone; provides information and assistance to callers or routes calls to appropriate staff person; takes messages as necessary, schedules appointments, meetings, etc.; explains the proper use of forms and documents; completes complex forms for the purpose of documenting specialized program-related information.
- Performs routine clerical work as required, which may include copying, and filing documents, indexing, data entry, processing daily incoming and out-going mail, faxing information, assembling materials, etc.
- Types, proofreads, processes, copies, files, transmits, distributes and/or mails a variety of routine documents, including correspondence, agendas, minutes, reports, forms, logs
- Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.
- Supplies individuals with information, copies of documents and records, etc.

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 maintain confidentiality as required.
- You have knowledge of principles and practices of filing and record-keeping.
- You are able to communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Two (2) years of full-time of increasingly responsible clerical experience in an office environment that includes public contact.

EDUCATION:

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 9th, 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

- 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.