



COUNTY OF GLENN



Is recruiting for a

SECRETARY, PRINCIPAL

EXTENDED

DEADLINE TO APPLY

Friday, March 24th, 2023

COMPENSATION

\$19.59 - \$23.82 Per Hour

Salary depends on experience and qualifications.

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

The Principal Secretary provides general and administrative support for the Agricultural Commissioner’s Office with technical, and administrative detail; performs complex and highly responsible office support work requiring independence, initiative, and discretion; interprets policy and administrative regulations in the department. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to work independently in performing assignments and in resolving problems and deviations. This person will be able to communicate clearly and concisely, both orally and in writing.

WHAT YOU’LL DO

- Screens incoming correspondence routed to the director, refers for reply to appropriate staff member, and follows up to ensure that deadlines are met.
- Arranges correspondence for Director’s personal reply in order of priority with, appropriate background material attached for reference.
- Composes correspondence independently or in accordance with general instructions, requiring a thorough knowledge of the procedures and policies of the office.
- Reviews outgoing correspondence prepared by other staff members for Director’s signature, checking for consistency with administrative policy as well as for format, grammatical construction, and clerical error.
- Gathers and summarizes data.
- Screens a variety of visitors and telephone calls, refers to other staff members or personally gives out authoritative information on established departmental programs and policies.
- Arranges meetings for Director, prepares agendas, and makes adjustments as necessary in scheduled meeting times.

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 interpret, apply, and explain administrative and department policies, regulations, and procedures.
- You have knowledge of English grammar, vocabulary, spelling, punctuation, and composition.
- You are able to establish and maintain effective working relationships with those contacted in the course of work.
- You have knowledge of modern office practices and technology, including the use of computers for data and word processing.

MINIMUM QUALIFICATIONS

EXPERIENCE:

One (1) year of full-time experience as a Senior Secretary; **OR** Two (2) years of full-time experience as a Secretary **OR** Four (4) years of full-time experience performing significant and progressive responsible office clerical duties, which has included some lead-work responsibilities and secretarial tasks or relief of some administrative detail.

EDUCATION:

Equivalent to the completion of the twelfth grade, supplemented by specialized clerical, secretarial or legal training.

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, March 24th, 2023.

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
- Transcripts and/or Certificates
- Résumé
- Cover Letter



COUNTY OF GLENN JOB OPPORTUNITIES

- 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.