



COUNTY OF GLENN



Is recruiting for a
**STAFF SERVICES AND SUPPORT
TECHNICIAN I/II**

DEADLINE TO APPLY

Wednesday, July 13th, 2022

COMPENSATION

I - \$16.64-\$20.23 Per Hour

II- \$17.46-\$21.23 Per Hour

New employees should anticipate being hired at the beginning of the salary range.

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

This position performs a variety of assigned minor repairs, maintenance, and technical support within the Health and Human Services Agency and Community Action Department. The Staff Services and Support Technician I is the entry level position. This class is distinguished from Staff Services and Support Technician II in the performance of the more routine tasks and duties assigned to position within the series. As experience is acquired, the employee performs under less immediate supervision. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to perform manual labor, including moving and heavy lifting. This person will have the ability to enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

WHAT YOU'LL DO

- Sets up rooms for meetings or may move and arrange office furniture.
- Replaces light bulbs, resets breakers, replaces broken outlet covers, etc.
- Makes minor repairs on toilets and faucets, such as tightening or replacing toilet seats, replacing faucet seals.
- Cleaning County vehicles.
- Coordinates with County Fleet Department regarding maintenance and repairs to County vehicles.
- Manages and coordinates the maintenance and repairs of the department's vehicles (including oil changes, washes, tire rotations, etc.).
- Repairs, assembles or adjusts furniture and shelving. May be involved with disassembly, loading and unloading on moving trucks, reassembly and setting up furniture in new locations.
- Hangs bulletin boards, clocks, and lightweight pictures and fixtures.
- Uses a variety of hand tools to accomplish maintenance tasks.
- Adjusts office workers' desks for ergonomic reasons.

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 to work independently and as a team member.
- You have knowledge of basic repair and maintenance techniques, including basic carpentry and plumbing.
- You are able to understand and carry out written and oral directions.
- You have knowledge of safe work practices.

MINIMUM QUALIFICATIONS

EXPERIENCE:

I - No experience required.

II - One year of experience performing carpentry and/or construction work.

EDUCATION:

I/II - Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

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., Wednesday, July 13th, 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
- Résumé
- Cover Letter

- 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.