

COUNTY OF GLENN



Extra Help Employee Office Assistant II

Deadline to Apply: Friday, August 9, 2024

COMPENSATION: \$16.39 per hour

Salary depends on experience and qualifications.

Glenn County Extra Help Employee **benefits package.**

Applications must include :

- Glenn County Employment Application
- Resume
- Transcripts and/or Certificates
- Cover Letter

Interview Date: Monday, August 19, 2024

The Office Assistant position at the Cooperative Extension Department performs a variety of clerical duties in support of the function to which assigned; to provide word processing and data entry support; and to provide information and assistance to the public regarding departmental policies and procedures. The position is at-will, temporary, part-time and scheduled for twenty-five (25) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to provide exceptional customer service in a front office/reception setting to visitors. This person will have experience related to filing, reception, processing mail, answering telephone, and assisting the public and/or other office support duties. They will have knowledge of modern office practices and technology.

JOB DUTIES

- Enters a variety of departmental data into computer; retrieves data as necessary; operates printer and other peripheral equipment as needed.
- Performs routine clerical work as required, which may include copying and filing documents, indexing, processing daily in-coming and out-going mail, faxing information, assembling materials, etc.
- Maintains neat and orderly office environment.
- May coordinate and/or assist with various special projects as assigned.

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.

MINIMUM QUALIFICATIONS

EXPERIENCE:

One year of experience as an Office Assistant I in Glenn County; or one year of increasingly responsible clerical experience including public contact.

EDUCATION:

Equivalent to the completion of twelfth grade.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person no later than **Friday, August 9, 2024.**

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written 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 Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

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.