

COUNTY OF GLENN



Extra Help Employee- Office Technician II

Deadline to Apply: Friday, August 16, 2024

COMPENSATION: \$20.82 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: Thursday, August 22, 2024

The Extra Help Employee - Office Technician II position at the Clerk-Recorder's Office performs a wide variety of specialized technical duties and provides information and assistance to the public regarding departmental policies, procedures and laws. The 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.

JOB DUTIES

- Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.
- Word processes and proofreads a variety of documents; enters a variety of departmental data into the computer; retrieves information as needed; operates various printers.
- Compiles data for use in reports and/or managerial decision-making.
- Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, completing and processing various forms, maintaining inventory, ordering supplies, assembling materials, faxing information, answering the telephone, greeting and assisting customers / clients, processing mail, etc.
- May perform routine to moderately complex bookkeeping work as assigned, which may include processing accounts payable and receivable, maintaining balances, preparing billings, disbursing funds, collecting and receipting payments, preparing statements, preparing deposits, etc.

Refer to the **job description** for a full list of duties.

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:

Four years of increasingly responsible technical and clerical experience. Completion of 24 semester units from an accredited college or university in business-related course work may be substituted for one year of the required experience.

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 16, 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.

EXAMINATION INFORMATION

The Practical Skills Examination is designed to elicit specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Responses to the exam will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination to receive a score. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination.

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.