

# COUNTY OF GLENN



## Staff Services Specialist

**Deadline to Apply: Tuesday, October 15, 2024**

**COMPENSATION:** \$25.15-\$30.57 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package.**

**Applications must include :**

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

The Staff Services Specialist position performs a variety of technical administrative duties in support of facilities management, budget, administrative functions, department projects, and programs that require a thorough knowledge of the terminology, procedures, and practices for the assigned functional area. This position will be a part of the Agriculture Department within the Air Pollution Control District. This position is full-time and is scheduled for (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will have knowledge of technical principles and methods of investigating and resolving administrative problems, fundamental governmental functions and organizations, and principles of effective customer service.

### **JOB DUTIES**

- Maintains routine and complex administrative, accounting, personnel, payroll, and/or fiscal records.
- Review reports, logs, and other documents; obtains and compiles fiscal, statistical, and administrative data and information from multiple sources.
- Reviews, verifies, and processes documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.
- Prepares presentations, general and technical correspondence, and promotional materials; develops forms, tracking systems, databases, and spreadsheets.

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:**

Two (2) years of full-time experience performing journey-level clerical, secretarial, or administrative support work.

### **EDUCATION:**

Equivalent of two years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely related field from an accredited college or university. Depending on the assignment, experience involving support services, personnel services, program services, or another specific type of administrative service area may be desirable. Substitution: Additional experience performing routine or complex clerical duties may be substituted for the required education on a year-for-year basis.

### **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](http://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 **Tuesday, October 15, 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.