

COUNTY OF GLENN



Accounting & General Services Specialist I/II/III General Services

Deadline to Apply: Tuesday, May 12, 2025

COMPENSATION: I: \$19.21 - \$23.35 **II:** \$21.23 - \$25.80 **III:** \$23.45 - \$28.51

Salary depends on experience and qualifications.

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

Applications must include:

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

Interview Date: **Wednesday, May 20, 2026**

This position performs a variety of highly complex technical para-professional administrative duties in support of fiscal and accounting procedures, including budget preparation and auditing a variety of financial records under limited supervision. This position will require thorough knowledge of accounting terminology and procedures. The position is full-time, and scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have the knowledge of principles and methods for leading staff, effective customer service, effective business communication, including the development of correspondence, reports, and presentations. This person will have the ability to prepare reports and cost projections using readily available information.

JOB DUTIES

- Coordinates services and repairs with maintenance staff and/or vendors; conducts inspections, investigations, or interviews as needed to identify problems.
- Enters data into computer systems and maintains information systems database; enter data, processes transactions, assess and validates data, compiles documentation, examines, reconciles and adjusts financial records and reports.
- Tracks progress of projects, payments, expenditures, and reimbursements.
- Creates, maintains, and monitors facility related agreements and contracts with outside vendors and contractors; monitors vendor/contractor/landlord performance, ensuring discrepancies or problems are resolved and work is done in accordance with contractual requirements

Refer to the job description for a full list of duties. I/II, III

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.

MINIMUM QUALIFICATIONS

EXPERIENCE:

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

II - One (1) year of full-time experience performing the duties of an Accounting & General Services Specialist I in the County of Glenn. OR Three (3) years of full-time experience performing advanced journey-level clerical, secretarial, or administrative support work.

III - Two (2) years of full-time experience performing the duties of an Account & General Services Specialist II in the County of Glenn. OR Four (4) years of full-time experience performing advanced journey-level increasingly responsible clerical, secretarial, or administrative support work.

EDUCATION:

I - Equivalent of two (2) 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.

II/III - Equivalent of two (2) 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. Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education.

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 until **5:00 PM on Tuesday, May 12, 2026**.

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.