

COUNTY OF GLENN



Office Assistant II Health and Human Services Agency

Deadline to Apply: Tuesday, June 10, 2025

COMPENSATION: \$17.21 - \$20.92 per hour

Salary depends on experience and qualifications.

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

Applications must include:

- Glenn County Employment Application
- Cover Letter
- Resume

Interview Date: **Wednesday, June 18, 2025**

The Office Assistant II performs general clerical duties related to filing, reception, form processing, record maintenance, mail, typing or data entry; obtains and compares information related to department records, programs, and services; and performs related work as required at the Glenn County Health and Human Services Agency. Specific duties include collecting, sorting, scanning, posting, delivering and picking up mail, correspondence, and documents for all divisions of the agency, driving a van approximately 100 miles per day on a planned courier route within a specific time schedule. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to provide exceptional customer service in a front office/reception setting to the clients and visitors of the Health and Human Services Agency.

JOB DUTIES

- 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.
- Answers the telephone; provides information and assistance to callers or routes calls to appropriate staff person; takes messages as necessary. Greets and assists office visitors.
- Compiles information and data as requested for use in reports and management decision-making.
- Enters a variety of departmental data into computer; retrieves data as necessary; operates printer and other peripheral equipment as needed.

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.

MINIMUM QUALIFICATIONS

EXPERIENCE:

One year of increasingly responsible clerical experience including public contact.

EDUCATION:

Equivalent to the completion of the 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 until **5:00 PM on Tuesday, June 10, 2025.**

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.