

COUNTY OF GLENN



Office Technician I

Public Works-Solid Waste

Deadline to Apply: Tuesday, September 16, 2025

COMPENSATION: \$20.31-\$24.69 Per Hour

Salary depends on experience and qualifications.

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

Applications must include :

- Glenn County Employment Application - Resume - Cover Letter

Interview Date: Wednesday, September 24, 2025

The Public Works Solid Waste Facility is hiring an Office Technician I to support daily operations and provide service to the community. This position is responsible for collecting fees and directing traffic at the County's solid waste site. Under the general supervision of supervisory and management staff, the Office Technician I also performs a variety of clerical and technical duties, and provides information and assistance to the public regarding departmental policies, procedures, and applicable laws. This position has an alternative schedule, rotating with every other weekend. This is a full-time position scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have experience with general clerical procedures, including basic arithmetic, handling cash transactions, record-keeping, filing, preparing and maintaining routine records, and generating reports. This individual will follow established safe work practices, work effectively with minimal supervision, and establish and maintain cooperative working relationships with colleagues and the public. Strong communication skills, both oral and written, are essential for success in this role.

JOB DUTIES

- Applies departmental policies and procedures, as well as applicable state laws, in determining accuracy and completeness of various applications, forms and records.
- Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.
- Supplies individuals with information, copies of documents and records, etc.

Refer to the **Office Tech I** job descriptions 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:

I - Three 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:

I- 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 must be received by **5:00 PM on Tuesday, September 16, 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.