

COUNTY OF GLENN



Office Technician I/II Health and Human Services Agency

Deadline to Apply: Friday, December 19, 2025

COMPENSATION: I: \$20.31 - \$24.69 II: \$23.00 - \$27.96 per hour

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: **Thursday, January 8, 2026**

This position in the Behavioral Health division of the Health and Human Services Agency performs a wide variety of specialized technical duties and provides information and assistance to the public regarding departmental policies, procedures and laws. The Office Technician II position is distinguished from the class of Office Technician I by the responsibility to perform the most complex technical duties in the program to which assigned. The position is full-time and scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have experience related to filing, reception, processing mail, answering telephones, 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.
- Attends a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate.
- Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public.

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:

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.

II: 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:

I/II: 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 Friday, December 19, 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.