

# COUNTY OF GLENN



## Office Technician I/II County Counsel/Personnel

**Deadline to Apply: Wednesday, February 4, 2026**

**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: **Wednesday, February 11, 2026**

The Office Technician I/II position at the County Counsel Office performs a wide variety of specialized technical duties. This position will also work with Personnel, where they will provide information and assistance to the public regarding departmental policies and procedures. 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. This position is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will be a detailed oriented individual who will be able to provide exceptional customer service in a front office/reception setting to employees and the public seeking assistance.

### **JOB DUTIES**

- Prepares, types, maintains and/or processes a variety of records, reports, correspondence, charts, tables, logs, legal documents, etc., as required.
- Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public.
- Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, completing and processing various forms, maintaining inventory, ordering supplies, assembling materials, faxing information, answering the telephone, greeting and assisting customers / clients, processing mail, etc.

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 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](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 until **5:00 PM on Wednesday, February 4, 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.