



# COUNTY OF GLENN



Is recruiting for a

## PUBLIC SERVICE WORKER III —CAD

### DEADLINE TO APPLY

**Friday, September 24th, 2021**

### COMPENSATION

**I: \$19.11 Per Hour**

**II: \$21.12 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

PSE Benefits:

[PSE Summary of Benefits](#)

### THE SELECTION

#### PROCESS

Candidates must submit a completed job application. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, 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 Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position determines client needs for program services; provides case management and/or crisis intervention in various program areas, including housing services, weatherization, youth delinquency prevention, victim witness, family self-sufficiency and preservation, consumer training and education, income and employment services, emergency assistance, and performs other duties as assigned at the Glenn County Community Action Department. This position is at-will, temporary, part-time and scheduled for twenty-five (25) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will provide exceptional customer service in a front office/reception setting to the clients of the Community Action Department.

### WHAT YOU'LL DO

- Interviews and evaluates clients for specific program services, eligibility and/or employment opportunities, including service needs assessment and crisis intervention, to assist individuals/families in achieving self-sufficiency.
- Receives and provides interagency and outer agency referrals.
- Plans and implements special community awareness, education programs, and projects as assigned.
- Receives and responds to inquiries regarding program services from clients, other agencies, and the general public.
- Establishes and maintains cooperative, effective working relationships with program participants; department employees; regional employers; educational facilities, trainers, and all others who are program stakeholders and supporters.
- Attends meetings, trainings, and workshops with other departments, government agencies, local organizations, and consortiums in matters regarding to program service areas.
- Performs general administrative/office work as required, including but not limited to, copying and filing documents, preparing/typing documents, answering telephones, faxing information, entering computer data, attending meetings, ordering supplies, and maintaining office cleanliness.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 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.

## ARE WE A MATCH?

- You are able to interview effectively to solicit thorough, pertinent, and accurate information.
- You have knowledge of interpersonal, problem solving, and organizational skills.
- You are able to demonstrate sensitivity, compassion, courtesy, and patience with clients.
- You have knowledge of goals and purpose of community/social service programs.
- You are able to communicate and deal effectively with individuals and groups in stressful situations.
- You have knowledge of modern office procedures, practices, and technology.
- You are able to communicate clearly and concisely, both orally and in writing.
- You have knowledge of business letter writing and report preparation; English language usage, punctuation, spelling, and grammar.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

One (1) to two (2) years of experience performing advanced journey level or specialized clerical/paraprofessional duties. Experience providing social services, public assistance, counseling, or case management is preferred.

### **EDUCATION:**

High school diploma or GED equivalent.

### **LICENSE OR CERTIFICATIONS:**

Possession of, or ability to obtain, a valid California driver's license. Bilingual services are highly desired, but not required.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application online at [ca-lopps.org](http://ca-lopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, September 24th, 2021

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

### Application packets must include the following

- A Glenn County Employment Application

- 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.