

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 - Two years of increasingly responsible technical and/or secretarial experience in a personnel office; or equivalent experience performing clerical, personnel, and/or payroll activities.

EDUCATION:

I - Equivalent to the completion of the twelfth grade supplemented by specialized human resources/personnel training.

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 Wednesday, April 1, 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.