



COUNTY OF GLENN



Is recruiting for a

PERSONNEL TECHNICIAN I/II

DEADLINE TO APPLY

Friday, August 12, 2022

COMPENSATION

I - \$16.96-\$20.61 Per Hour

II - \$19.21-\$23.35 Per Hour

Incentive Pay:

5% - Confidential Pay

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

Plus an excellent benefits package:

Non-Rep Summary
of Benefits

THE SELECTION PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. 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

The Personnel Technician I/II position in the Personnel Department performs a variety of technical and clerical duties and provides information and assistance to the public regarding departmental policies, procedures and laws. The Personnel Technician II is distinguished from the class of Personnel 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 able to provide exceptional customer service in a front office/reception setting to employees and the public seeking assistance from the Glenn County Personnel Department.

WHAT YOU'LL DO

- 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.
- Performs routine clerical duties as required, including but not limited to typing reports and correspondence, proofread a variety of documents, 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.

A complete job description and list of duties can be found at www.countyofglenn.net

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.

ARE WE A MATCH?

- You are able understand and follow oral and written instructions.
- You have knowledge of modern office practices and technology, including the use of computers for data and word processing.
- You are able to maintain confidentiality as required.

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 - One year of experience as a Personnel Technician I, or the equivalent. 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.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calapps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, August 12, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- 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.