

# COUNTY OF GLENN



## VETERANS REPRESENTATIVE

### Veterans Services

### Health and Human Services Agency

**Deadline to Apply: Monday, October 13, 2025**

**COMPENSATION:** \$24.17-\$29.39 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

**Applications must include :**

- Glenn County Employment Application                      - Resume                      - Cover Letter

**Interview Dates: Tuesday October 28 and Wednesday October 29, 2025**

This position will provide a variety of clerical duties required to assist veterans and their dependents in determining, applying for, and maintaining eligibility for benefits. The incumbent provides clerical support to the Veterans' Services Officer. This position is full-time, and is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will be patient, empathetic, and attentive to the needs of Veterans and their families, demonstrating a strong commitment to community outreach. They will possess a solid understanding of modern office practices and technology, including proficiency in computers for data management and word processing. This individual will be able to communicate clearly and concisely, both verbally and in writing, and will establish and maintain cooperative working relationships with colleagues, clients, and community partners. A dedication to providing exceptional service while working effectively in a collaborative environment is essential.

### **JOB DUTIES**

- Interviews and counsels veterans, their dependents and survivors; provides information concerning entitlement to vocational, financial, educational and medical benefits and claims.
- Completes forms and applications for benefits and services on behalf of veterans and their dependents; requests documents necessary for completion of applications
- Assists veterans in determining the status of their applications and claims by contacting federal, state, and local agencies by telephone and or letter.
- Maintains complete and accurate veterans' service records and files.

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. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

### **MINIMUM QUALIFICATIONS**

#### **EXPERIENCE:**

Two years of increasingly responsible general clerical experience.

#### **EDUCATION:**

High school diploma or GED equivalent, supplemented by specialized clerical or secretarial 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](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 must be received by **5:00 PM on Monday, October 13, 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.