



# COUNTY OF GLENN



Is recruiting for a

## OFFICE TECHNICIAN I/II - CLERK-RECORDER

### DEADLINE TO APPLY

**Friday, June 10, 2022**

### COMPENSATION

**I - \$17.13-\$20.82 Per Hour**

**II - \$19.39-\$23.57 Per Hour**

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

Plus an excellent benefits package:

General Unit 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 Office Technician I/II position at the Clerk-Recorder's Office performs a wide variety of specialized technical duties and provides information and assistance to the public regarding departmental policies, procedures and laws. 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 have experience related to filing, reception, processing mail, answering telephone, and assisting the public and/or other office support duties.

### WHAT YOU'LL DO

- Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.
- Word processes and proofreads a variety of documents; enters a variety of departmental data into the computer; retrieves information as needed; operates various printers.
- Compiles data for use in reports and/or managerial decision-making.
- 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.
- May perform routine to moderately complex bookkeeping work as assigned, which may include processing accounts payable and receivable, maintaining balances, preparing billings, disbursing funds, collecting and receipting payments, preparing statements, preparing deposits, etc.

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 learn the operation, policies and procedures of the department.
- You have knowledge of modern office practices and technology, including the use of computers for data and word processing.
- You are able to establish and maintain cooperative working relationships with those contacted during the course of work.
- You have knowledge of principles and procedures of filing, indexing and record-keeping.

## **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.

## **IMPORTANT APPLICATION INFORMATION**

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, June 10, 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 | • Résumé       |
| • Transcripts and/or Certificates       | • 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.