

COUNTY OF GLENN



Accounting & General Services Specialist II/III

Deadline to Apply: Wednesday, February 28, 2024

COMPENSATION: II - \$19.21-\$23.35 Per Hour III - \$21.23-\$25.80 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
- Transcripts and/or Certificates
- Cover Letter

Interview Date: Thursday, March 7, 2024

This position at the Glenn County General Services Department, under general supervision performs a variety of technical para-professional administrative duties in support of fiscal and accounting and performs related work as assigned. This position is full-time, and is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will be able to establish priorities, organize work and meet deadlines. This person will have knowledge of principles and practices of effective record keeping.

JOB DUTIES

- Reviews reports, logs, and other documents; obtains and compiles fiscal, statistical, and administrative data and information from multiple sources.
- Tracks and maintains data and prepares summaries and reports for management; notes trends and areas of concern; provides comments and/or recommendations regarding policy, procedure, staffing, program, or organizational changes.
- Maintains routine and complex administrative, accounting, personnel, payroll, and/or fiscal records.
- Tracks progress of projects, payments, expenditures, and reimbursements
- Provides liaison and staff support to committees, commissions, and department management.

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:

II - One (1) year of full time experience performing the duties of an Accounting and General Services Specialist I in the County of Glenn. **OR**, three (3) years of full-time experience performing advanced journey-level clerical, secretarial, or administrative support work.

III - Two (2) years of full time experience performing the duties of a Account & General Services Specialist II in the County of Glenn. **OR** Four (4) years of full-time experience performing advanced journey-level increasingly responsible clerical, secretarial, or administrative support work.

EDUCATION:

II / III - Equivalent of two (2) years (60 semester or 90 quarter units) of coursework in business administration, public administration, personnel, statistics, economics, accounting, or a closely related field from an accredited college or university. Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Wednesday, February 28, 2024.

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

THE SELECTION PROCESS:

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 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 Extra Help Employee (EXE) temporary (limited benefits).

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.