

# COUNTY OF GLENN



## Extra Help Employee- District Attorney Office

**Deadline to Apply: Thursday, March 7, 2024**

**COMPENSATION:** \$ 18.38 per hour

Glenn County Extra Help Employee **benefits package.**

**Applications must include :**

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

**Interview Date: March 21, 2024**

This position in the District Attorney'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 position is at-will, temporary, part-time and scheduled for twenty-four (24) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will be able to provide exceptional customer service in a front office/reception setting to the clients and visitors. This person will have experience related to filing, reception, processing mail, answering telephone, and assisting the public and/or other office support duties.

### **JOB DUTIES**

- Performs a variety of technical work in the department to which assigned.
- Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.
- Applies departmental policies and procedures, as well as applicable state laws, in determining accuracy and completeness of various applications, forms and records.
- Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, maintaining inventory, ordering supplies, assembling materials, faxing information, answering the telephone, greeting and assisting customers, processing mail, etc.

**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:**

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.

### **EDUCATION:**

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 [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Thursday, March 7, 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.