



GLENN COUNTY
OFFICE of EDUCATION

Child and Family Services

*Glenn County Office of Education
is an Equal Opportunity Provider and Employer*

JOB ANNOUNCEMENT

Position:	<u>Office Clerk/Receptionist</u> positions available in Orland
Salary:	\$14.49 to \$15.64 per hour 8 hrs. a day 5 days a week with full benefit package.
Qualifications:	<ul style="list-style-type: none"> • Bilingual English/Spanish required • High School diploma/GED with two-years (2) of clerical and receptionist experience • Experience using a multiline phone and computer system • Proficient of various software programs such as Google Suites, MS Word, Publisher, Excel and Outlook • Strong communication and customer service skills • Ability to write and type reports and correspondence • Ability to lift and/or move up to 10-25 pounds and occasionally up to 50 pounds. • Valid California driver license and insured reliable transportation.
Major Responsibilities:	<ul style="list-style-type: none"> ▪ Answering phones and connecting clients to appropriate staff for services ▪ Greeting staff, parents, children, and community members in a positive friendly manner using proper grammar and etiquette ▪ Maintaining information that is confidential regarding children, families, and staff ▪ Responsible for typing correspondence, filing, copying other general office duties. ▪ Process and distribute department mail. ▪ Ordering and maintaining an inventory of office supplies ▪ Ensuring office equipment is in good working order ▪ Providing written/oral translation of department documents that are easily understood by the family's home language ▪ Assisting the Human Resource Manager/Executive Secretary with scheduling interviews, application tracking, reference checks, and other clerical duties
Work Year:	255 work days (July-June). Position to begin August/September 2020
Application Procedure:	<p>(Applications without the required documentations will not be considered.)</p> <ol style="list-style-type: none"> 1. Complete Application and Resume 2. Copy of High School Diploma or GED 3. Copy of Unofficial Transcript(s) 4. Letters of recommendations (1 Professional and 1 Personal)
Submit to:	<p>Child and Family Services 676 E. Walker Street, Orland CA 95963 Attention: Miriam Lopez, Executive Secretary/HR Manager 530-865-1267 ext. 2211 <i>Applicants can apply online at www.glenncoe.org, by clicking the tab "career opportunities."</i></p>
Deadline	Friday, July 24, 2020