



Glenn County Fair, Orland, CA

Title: Office Clerk

**Overview:**

The Glenn County Fairgrounds is currently looking for a qualified Office Clerk to assist in the Fair Office on a part-time, year around basis. This individual will also provide general administrative and clerical services to assist in daily office operations.

**Duties and Responsibilities:**

- Cash Management
- Customer Service
- Administrative Duties as Assigned

**Qualified candidates will possess:**

- The ability to thrive in a fast-paced work environment
- The ability to multitask
- Work well with a team
- Is a Self-Starter
- Work well with the public

Position will be 25-30 hours per week, salary is \$16- \$18.00 per hour. Interested candidates, please email a cover letter and resume to [ceo@glenncountyfair.org](mailto:ceo@glenncountyfair.org)