

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 7, 2012**  
**CLOSING DATE: JUNE 13, 2012**

**DEPARTMENT:** Public Fiduciary

**POSITION:** Public Fiduciary Assistant

**LOCATION:** Globe

**JOB CODE:** 12-039

**ANNUAL SALARY:** \$23,275.20-\$28,350.40 DOE

### **NATURE OF WORK**

Performs a variety of clerical, accounting and case management activities in support of the County Public Fiduciary Office.

### **DUTIES AND RESPONSIBILITIES:**

- Creates and maintains payment schedules on system tracking database; monitors, tracks and deposits in coming client funds; issues checks pertaining to client residential/medical bills and personal spending; establishes payment arrangements for outstanding client bills; issues letters of inability to pay for clients.
- Researches, establishes and maintains client certificates of deposit; assists with bank reconciliation and filing of reports to Deputy County Manager and Finance Manager.
- Creates and maintains client fee schedule for Public Fiduciary fees; prepares treasurer receipts for submittal to the Gila County General Fund.
- May purchase items for clients; prepares and appears in court for annual accountings; testifies to accuracy.
- Conducts in and out of town visitations, investigations and inventories; monitors client residential placements for proper level of services; may transport clients to appointments; locates and secures housing, food and clothing for clients; applies for services with coordinating agencies and State government; maintains case records in compliance with Supreme Court regulations; interprets and explains program rules and responsibilities to clients, client's family members and others; locates and closes client's personal accounts; signs and authorizes client spending plans.
- Arranges and submits documentation to the IRS for client taxes.
- Monitors trust accounts at residential facilities.
- Provides assistance with developing and implementing case management plans; maintains database of client documentation for legal record.
- Responds to inquiries from client family members, the public and outside agencies regarding fiduciary related matters
- Completes yearly renewal forms for services.
- Attends court hearings and testifies in court as required.
- Performs a variety of general office duties including answering incoming telephone calls, assisting office visitors, coordinating and scheduling vehicle maintenance; creates, maintains and purges client files for legal review.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; requires travel to conduct client visits; may be exposed to variable weather conditions, human waste, body fluids, vermin, chemicals, and weapons; may be required to lift/carry up to 50 pounds; work flexible hours and respond to after hours emergencies, including evenings, weekends, and holidays.

### **EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. and two (2) years bookkeeping experience and in a social services environment; or equivalent combination of education, training and experience. P.F. Certification will be required after a 3 year internship. CPR Certification and Notary Public Licensure are conditional base on the needs of the office. Valid Arizona Driver's License;.

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**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Bookkeeping principles, practices and methods; regulations and standards; accounting software; billing processes and procedures; general office procedures and equipment; case management principles, practices and plans; regulations, standards and policies applicable to fiduciary activities; fiduciary documentation and reporting requirements.

**Ability to:** Monitor and track client funds; coordinate payment of client bills; monitor trust accounts; assist with bank reconciliation; maintain client fee schedules; prepare treasurer receipts and annual accountings; assist with developing and implementing case management plans; conduct client visits, investigations and inventories; maintain client documentation for legal record; locate and secure housing and necessities for clients; perform general office duties; communicate effectively and follow verbal/written instructions.

**Skills in:** Performing a variety of bookkeeping activities; providing fiduciary assistance and performing a variety of case management activities; preparing clear, concise and accurate correspondence, reports and other documents and written materials; using initiative and independent judgment within general policy guidelines; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.