

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: DECEMBER 27, 2012
CLOSING DATE: JANUARY 15, 2013

DEPARTMENT: Board of Supervisors

POSITION: Deputy Clerk of the Board

LOCATION: Globe

JOB CODE: 12-120

ANNUAL SALARY: \$33,716.80-\$41,080.00 DOE

NATURE OF WORK

Under general supervision of the Chief Deputy Clerk of the Board of Supervisors, performs administrative work of considerable difficulty in support of the Clerk of the Board of Supervisors' Department; performs related duties as required or assigned.

DUTIES AND RESPONSIBILITIES:

Provides professional customer service to the public, the Board of Supervisors, County Manager, County elected officials and appointed division/department directors, staff of other County offices, external state, federal and local government agencies, media and local business representatives, exhibiting judgment, tact, diplomacy, courtesy and professionalism; assists external customers with inquiries by providing information about County resources and processes; plans, prepares and posts informational material to the County's website; uses a variety of software (word processing, spreadsheets, multiple databases, presentation, publication recording and web-based applications) and various hardware (sound system, recording system, video conferencing, etc.); provides troubleshooting assistance regarding departmental computer and equipment problems; trains others on software updates used by the office; prepares written procedures pertaining to the installation and use of departmental equipment; assists personnel of other departments/elected offices with the submission of Board agenda items; performs administrative and secretarial assistance to the Board and County Manager, if needed, including preparation of correspondence; assists in the scheduling, preparation and management of agendas and related materials for all Board meetings, work sessions, and executive sessions; provides assistance to special boards, commissions, committees and individuals as directed by the Chief Deputy Clerk; records and prepares minutes of Board meetings; distributes official Board minutes to libraries within the County; assists in the preparation, distribution and publication of public Board notices and ordinances; ensures timely and accurate flow of documents and correspondence within the Board office and with external parties; responsible for the recordation of certain documents; files, scans, retrieves and destroys documents in accordance with records management retention and destruction schedules; maintains inventory of equipment and supplies; performs research; researches, organizes and responds to Public Records Requests; processes departmental invoices and credit card payments; prepares Treasurer's Deposits; processes applications for liquor and bingo licenses; assists with the scheduling and coordinating of tax appeal matters with the County Assessor and for the Board of Equalization; assists with preparing materials, responding to inquiries and conducting transactions for tax deed land sales by auction or sealed bid; assists with processing applications for cable and public utility franchise licenses; acts as the Chief Deputy Clerk of the Board in the absence of the Chief Deputy Clerk.

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; must be able to travel to other County facilities or out of town, and work irregular hours as necessary.

EMPLOYMENT STANDARDS:

Associate's Degree in Public or Business Administration, or a closely related field; three (3) years of professional administrative experience, or, an equivalent combination of education, training, or experience which provides the desired knowledge, skills and abilities of this classification with a special emphasis on proficiency with PC applications; must type sixty 60 words per minute; must possess and maintain a valid Arizona Driver's License, if position duties require.

Continue on back of page.....

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Must have, or be able to acquire within the first six (6) months:

- the laws, rules and regulations affecting the operation and function of the Clerk of the Board, especially the Open Meeting law and Public Records law;
- statutes affecting the Board of Supervisors operation;
- principles and practices of modern office administration and management;
- principles and practices of public sector organization;
- customer service fundamentals.

Good knowledge of:

- Business English, spelling, punctuation and grammar;
- County government functions.

Considerable skill in:

- providing an exceptional level of customer service;
- use of word processing, spreadsheet, and database software applications;
- business correspondence and report preparation;
- operating word processors, microcomputer systems and other office machines;
- using computerized budget/financial tracking and reporting programs.

Ability to:

- work independently with minimal supervision;
- perform effectively under heavy work-loads and stressful situations;
- effectively and professionally represent the Board staff in public meetings as required;
- establish and maintain effective working relationships with elected officials, staff, other agencies and the public;
- follow written and verbal instruction;
- communicate effectively, both verbally and in writing

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.