

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 28, 2014
CLOSING DATE: FEBRUARY 10, 2014

DEPARTMENT: Gila County Attorney

POSITION: Public Agency & Courts Liaison

LOCATION: Globe

JOB CODE: 14-009

ANNUAL SALARY: \$26,998.40-\$40,081.60 DOE

NATURE OF WORK

Serves as the County Attorney's Office liaison with community agencies and groups and other governmental agencies and represents the County Attorney.

DUTIES AND RESPONSIBILITIES:

- Represents the County Attorney's Office on designated boards; liaises with representatives from Gila and neighboring counties; assists with formulating plans for annual conference.
- Serves as the organization's public relations representative.
- Serves as a member on the Community Prevention Committee designed to work with schools and community groups regarding alcohol and drug prevention.
- Coordinates County Attorney hosted training for law enforcement departments; obtains P.O.S.T. clearance and instruction.
- Provides recommendations for Officer of the Quarter award to the County Attorney.
- Provides information and reports to the County Attorney regarding committees and results of ongoing sessions that require study.

WORKING ENVIRONMENT:

Mobility to work in a typical office setting and use standard office equipment; must be capable of traveling to and from various work locations and community facilities on a frequent basis to attend meetings.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and three (3) years experience community/public relations, law enforcement; or equivalent combination of education, training and experience. A valid Arizona Driver's License; maybe required to obtain additional specific skills training and technical certifications.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Operations and activities of a County Attorney's Office; general duties and responsibilities of a County Attorney; councils, committees and boards relative to County Attorney's Office activities; community prevention programs; public relations activities used to promote child and adult protection; processes for coordinating law enforcement training sessions. General knowledge of computers and computer programs including, but not limited to: Microsoft Word, Excel, PowerPoint, Outlook.

Ability to: Represent the County Attorney's Office on designated boards; serve as a member on a variety of councils and committees; represent the County Attorney at meetings; promote awareness regarding domestic violence and the protection of abused individuals.

Skills in: Serving as a representative of the County Attorney's Office on a variety of boards, councils and committees.

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.