

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: APRIL 22, 2014**  
**REVISED: MAY 19, 2014**  
**CLOSING DATE: MAY 30, 2014**

**DEPARTMENT:** Sheriff's Office

**POSITION:** Civil Clerk

**LOCATION:** Globe

**JOB CODE:** 14-031

**PLEASE USE THE CIVILIAN-VOLUNTEER APPLICATION**

**ANNUAL SALARY:** \$22,152.00-\$25,064.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to process, record, and ensure compliance with state laws regarding the service of legal documents from the Superior Court to be served by the Gila County Sheriff's office.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
• Reviews, processes and files documents issued from the court systems and other agencies; enters data into computer system, verifies and prepares documents for service.	40%
• Assists customers and attorneys regarding court procedures and status of documents; receives payments; maintains departmental files, records, documentation and databases.	30%
• Obtains information for legal proceedings such as: legal property descriptions, property identification, vehicle identification numbers, and makes arrangements for Sheriff's office sales.	10%
• Assists payroll department with filing and special projects.	10%
• Receives departmental fees and issues receipts; balance bank deposits and maintains related records.	10%
• Enters, reviews, edits and retrieves data and prepares reports.	
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

This position trains colleagues on a monthly basis; explains County procedures on a weekly basis; responds to public inquiries and participates in meetings.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents; formal letters; emails; internal memos; and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% of the time; in a year)

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**MINIMUM EDUCATION REQUIRED**

High school or GED

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

2 years directly related experience; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

None

**KNOWLEDGE REQUIRED**

Clerical, customer and personal service, english language & composition, law & government, a person must be able to read and understand documents that come in from the court to be served by a deputy.

**SKILLS REQUIRED**

Active learning, active listening, analytical thinking, critical thinking, reading, customer service, troubleshooting, typing and data entry,

**ABILITIES REQUIRED**

Multi-task, imagine outcomes of particular actions, read and write at college level, read and write at professional level, deductive reasoning,

**PHYSICAL DEMANDS**

- Occasionally stands to attend to customers; occasionally stands to perform custodian work
- Occasionally sits to operate special equipment; to complete a program; and rarely sits to perform watchmen duties
- Regularly lifts under 10 lbs. of work related materials, equipment, tools, and/or gears
- Constantly requires dexterity for keyboard operations; rarely requires dexterity for special gadgets and special machines

**WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment and in lobby environment; rarely spends time in classroom(s); outdoor areas; library and automobile.

**SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens. May also become exposed to individuals with high level of emotional distress.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**SECURITY REQUIREMENTS**

Incumbents in this position are required to be US Citizens with zero felony convictions and required to have an Arizona Driver's License. Prior to being hired, all potential appointees to this position are subject to background checks; as well as written and oral examinations.

**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.