GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: APRIL 23, 2014
REVISED: JUNE 27, 2014
CLOSING DATE: UNTIL FILLED

DEPARTMENT: **Sheriff's Office**

POSITION: **Records Clerk**

LOCATION: **Globe**

JOB CODE: **14-032**

PLEASE USE CIVILIAN-VOLUNTEER APPLICATION

ANNUAL SALARY: **$22,887.00-$31,470.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure the maintenance, retrieval, protection, and retention of the Sheriff's Office records and ensure compliance with all Federal, State, and County laws, as well as internal policies and procedures.

This position reviews and prepares police records; logs citations and warnings; releases appropriate information and reports to the public; releases appropriate information to the County Attorney's Office and other jurisdictions; assists Sheriff's Office employees with records; and provides customer assistance.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Verifies and releases reports to relevant agencies; ensures the timely processing of departmental reports; enters and processes citations, warnings, pawn shop tickets, decline case reports, property release forms, and scientific exam results	50%
• Processes public record requests; redacts personally identifiable information; maintains records of released information and ensures compliance with State and Federal laws	20%
• Processes pawn shop tickets; audits records for accuracy; submits information to Accounting for invoice processing	20%
• May collect and process payments for public record requests, fingerprinting, civil service, and impound hearings	10%
• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position has no responsibility over any projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures; 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% in a year)

MINIMUM EDUCATION REQUIRED

High school or GED

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MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

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

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, Federal, State, and local laws, regulations, statutes, and law enforcement.

SKILLS REQUIRED

Active learning, active listening, communicating diplomatically, customer service, problem solving, time management, multi-tasking, typing, and data-entry.

ABILITIES REQUIRED

Make sense of multiple data, focus, multi-task, react in calm and timely manner, maintain calm demeanor in stressful situation.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers
- Occasionally sits to operate special equipment and to complete a program
- May be required to lift work-related materials, equipment, tools, and/or gear up to 10 lbs. each time
- Constantly requires dexterity for keyboard operation
- Rarely requires dexterity for special gadgets, special machines
- Constantly bends, stoops, and/or twists to reach and grab work related materials

WORK ENVIRONMENT

This position generally works in an office environment. May spend time in lobby environment, and in classroom(s).

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, may become exposed to occasional telephone verbal abuse by customers or citizens.

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.