

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 2, 2014
CLOSING DATE: JULY 16, 2014

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Administrative Clerk Specialist

LOCATION: Globe

JOB CODE: 14-048

ANNUAL SALARY: \$26,495.00-\$36,431.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to provide administrative support for both the diesel and gas shops and to assist shop leadership in loss prevention. This position fulfills administrative functions for the department in relation to maintenance, accounts, and timesheets. Duties include generating documents, data maintenance, credit card statement reconciliation, and budget preparation assistance.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Schedules departmental equipment and vehicle maintenance, sends reminders, generates repair orders, and updates information on systems.	40%
• Reconciles invoices with credit card statements and enters data for department charges and finance reports.	30%
• Maintains personnel's timesheets and sending data to finance department.	10%
• May assist in the preparation of departmental budgets, inventory of both shops, car rentals, pickup of parts, and return of employees to their office.	20%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Provides clerical support on department level budget.

PROJECT RESPONSIBILITIES

This position has no responsibility over any projects.

ORAL COMMUNICATION DUTIES

This position responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits emails.

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

Continuous (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High school diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years clerical/administrative experience; or equivalent combination of education, training and experience.

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PROFESSIONAL CREDENTIALS REQUIRED

None.

KNOWLEDGE REQUIRED

Clerical, Customer and Personal Service, Mathematics, Communications & Media, Information Technology.

SKILLS REQUIRED

Active Learning, Active Listening, Customer Service, Problem Solving, Multi-tasking, Typing and Data Entry. Demonstrated computer skills in working with word processing, spreadsheet and email software. Skill in typing with speed and accuracy at a net rate of 50 words per minute from printed copy.

ABILITIES REQUIRED

Make sense of multiple data, multi-task, maintain mental wrist-finger speed, maintain calm demeanor in stressful situation, and following orders.

PHYSICAL DEMANDS

- Constantly sits to complete reports and to operate computers.
- Routinely lifting a maximum of 25 lbs. of work related materials.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites.

WORK ENVIRONMENT

This position generally works in an office environment.

SAFETY RISK EXPOSURE

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

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position on occasion may be required to wear plastic rubber gloves, hard hats, safety glasses.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.