

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JULY 9, 2014**  
**CLOSING DATE: JULY 15, 2014**

**DEPARTMENT:** Recorder

**POSITION:** Recorder Clerk

**LOCATION:** Globe

**JOB CODE:** 14-050

**ANNUAL SALARY:** \$21,543.00-\$28,544.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to facilitate the process of recording legal documents, serve the public and enable early voting and voter registration.

This position manages the front counter, assisting with the receipting of legal documents and directing phone calls. The clerk answers customer inquiries relating to the recording process, liens and property searches. The role also manages cash, processes legal documents and scans images. A duty is assisting with early voting, ballots processing and voter registration.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Answers customer inquiries about recording process, liens and general topics concerning the office; assists public with property searches.	20%
• Maintains cash drawer and makes daily deposits.	20%
• Processes legal documents.	10%
• Scans and uploads historical images.	20%
• Verifies, indexes and logs documents received.	20%
• Assists with preparation of ballots and assists public with early voting.	5%
• Performs other duties as assigned.	5%

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

Explains County procedures on a daily basis.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits reports and emails on a daily basis.

### 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 Diploma or GED

### MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year experience or equivalent combination of education, training and experience.

Continue on back of page.....

## **PROFESSIONAL CREDENTIALS REQUIRED**

None.

## **KNOWLEDGE REQUIRED**

Clerical, customer and personal service, federal, state, local laws, regulations, statutes.

## **SKILLS REQUIRED**

Analytical thinking, reading, customer service, time management, multi-tasking, typing and data entry.

## **ABILITIES REQUIRED**

Read and write at minimum High School level, focus, multi-task, react in a calm and timely manner, maintain calm demeanor in stressful situation.

## **PHYSICAL DEMANDS**

- Routinely stands to attend to cash register and to attend to customers.
- Occasionally sits to operate special equipment; routinely sits to complete a program; occasionally sits to attend to reception areas.
- Routinely lifts under 10 lbs. of work related materials, equipment, tools, and/or gears; occasionally lifts up to 25 lbs. of work related materials, equipment, tools, and/or gears; rarely lifts up to 50 lbs. of work related materials, equipment, tools, and/or gears.
- Requires dexterity for keyboard operation constantly, for special gadgets routinely and for special machines rarely.
- Incumbents in this position may be required to regularly twist, occasionally walk, bend, stoop and rarely to crawl or kneel.

## **WORK ENVIRONMENT**

Incumbents in this position constantly spend time in office environment; rarely spends time in computer server room(s); occasionally spends time in classroom(s), library or in an automobile.

## **SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk; but may become exposed to occasional emotional customers, patients, or citizens, rare physical danger, mechanical, chemical or electrical hazards; routine bloodborne pathogens, communicable diseases, and rare explosives, fire or respiratory hazards, wetness and humidity, and extreme temperature; routine noise and vibration.

## **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 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.