

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 21, 2014

CLOSING DATE: SEPTEMBER 4, 2014

DEPARTMENT: County Attorney Child Support Division

POSITION: Administrative Clerk

LOCATION: Globe

JOB CODE: 14-062

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

PURPOSE OF THE JOB

The purpose of this position is to assist the public with and supply administrative support to programs and services. This position receives payments and makes deposits, directs telephone calls, collects and delivers mail, and maintains files and records.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Receives payments, completes deposits and keeps corresponding record.	20%
• Directs telephone calls.	30%
• Collects and delivers mail.	20%
• Files documents at Clerk of the Court's office.	20%
• Maintains and archives case files.	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

Responds to public inquiries and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memo and emails.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public, external contacts such as vendors, bankers, attorneys or other professionals, and other 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; or equivalent combination of education, training and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

No previous experience.

PROFESSIONAL CREDENTIALS REQUIRED

Valid AZ Driver's License.

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KNOWLEDGE REQUIRED

Administration & management, clerical, English language & composition and mailroom processing.

SKILLS REQUIRED

Active Listening, customer service, problem solving, multi-tasking, typing and data-entry.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, categorize and group data, multi-task, speak clearly and sensibly, maintain calm demeanor in stressful situation.

PHYSICAL DEMANDS

- Constantly sits to attend to reception areas.
- Regularly lifts under 10 lbs., up to 25 lbs., and rarely lifts over 75 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites and kneel to complete tasks.

WORK ENVIRONMENT

This position generally works in an office environment. Incumbents in this position may constantly spend time in lobby environment.

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 result in minor delay or inconvenience. Errors can be detected early.

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.