

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 10, 2014
CLOSING DATE: SEPTEMBER 23, 2014

DEPARTMENT: Public Works Facilities & Land Management

POSITION: Administrative Clerk Specialist

LOCATION: Globe

JOB CODE: 14-067

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

PURPOSE OF THE JOB

The purpose of this position is to facilitate the administrative processes of Facilities and Land Management. This position controls the expenses for the maintenance and remodeling of county buildings and lands, manages the associated accounts and administers the department's work orders and time claims.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Develops, processes, and monitors expenses for maintenance and remodeling of county buildings and lands; maintains building maintenance logs and history; issues and tracks building keys; maintains fairgrounds event calendar to include RV park and exhibit hall reservations.	60%
• Submits accounts payable invoices, credit card statements, time sheets and general journals.	15%
• Approves and monitors accounts payable invoices and utility bills; reconciles checking and credit card statements and cash; makes appropriate deposits.	10%
• Logs and facilitates work orders for and time claims of facilities maintenance crew.	15%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Provides clerical support to Managers and supervisors on tasks involving department budget preparation.

PROJECT RESPONSIBILITIES

Provide project coordination support on organizational planning projects and capital development.

ORAL COMMUNICATION DUTIES

This position trains colleagues and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, formal letters, emails and monthly reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email and/or in person. Incidental contact with the public may occur as part of the work location.

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

Three (3) years directly related experience; or equivalent combination of education, training and experience.

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PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Clerical, accounting, procurement, payroll, accounts payable.

SKILLS REQUIRED

Active learning, active listening, critical thinking, customer service, problem recognition, problem solving, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, perform mathematical operations, focus, multi-task, follow orders.

PHYSICAL DEMANDS

- May be required to lift work related materials, equipment, tools and/or gears up to 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites.

WORK ENVIRONMENT

This position constantly spends time in office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk.

PROTECTIVE GEAR & SAFETY MANUALS

This position is 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.