

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED JULY 25, 2014
CLOSING DATE: AUGUST 1, 2014

DEPARTMENT: Community Services

POSITION: Administrative Assistant

LOCATION: Globe

JOB CODE: 14-0060

ANNUAL SALARY: \$27,880-\$38,252 DOE

PURPOSE OF THE JOB

The purpose of this position is to assist the director and the department with administrative functions, including finance, meetings, and travel arrangements.

This position maintains the director's calendar and contacts, arranges travel and meetings, transcribes meeting minutes, reconciles credit card statements, and performs clerical functions, including data entry.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees. This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Attends meetings and transcribes minutes.	20%
• Coordinates travel arrangements and makes reservations, updates calendar and contacts in Outlook, and orders supplies for the division.	10%
• Supports department staff by fulfilling duties such as filing, data entry, time accrual documentation, accepting documentation from clients, and directing inquiries made by the public.	10%
• Serves as Division Wellness Ambassador, keeping employees informed of wellness activities that occur during the year.	10%
• Assists with coordinating the Community Action Advisory Board by posting meeting notices, compiling agenda, and coordinating travel arrangements for members, when needed.	10%
• Ensures accuracy of documents before submitting to board for approval and then mailing back completed documents to participating agency.	10%
• Enters data into WOWI Career Assessments and prepares letter for client review, maintaining a corresponding file.	10%
• Assists the Director with reconciling county credit card statement which includes tracking and organizing receipts, preparing overnight pre-travel form and obtaining travel rates.	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, participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits emails.

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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

Regularly (More than 55% but less than 70% in a year).

MINIMUM EDUCATION REQUIRED

High school Diploma or GED.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Five (5) years experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, English language & composition, mathematics, geography.

SKILLS REQUIRED

Active Learning, active listening, creative writing, reading, communicating diplomatically, customer service, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, read and write minimum high school level, focus, multi-task, and follow orders.

PHYSICAL DEMANDS

- Regularly sits to complete report; constantly sits to operate computers and attend to other duties; routinely sits to attend to reception areas.
- Rarely lifts under 10 lbs., rarely lifts upto 25 lbs.

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 rare occasions, incumbents in this position 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.