

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: FEBRUARY 17, 2015**  
**CLOSING DATE: MARCH 2, 2015**

**DEPARTMENT:** Health/Animal Control

**POSITION:** Hearing Officer Contractor

**LOCATION:** Globe/Payson

**JOB CODE:** 15-018

**SALARY:** \$50.00 per hearing

### **NATURE OF WORK**

Assist Limited Jurisdiction Courts in judicial process of collecting fees, fines, and costs to assure compliance of court orders imposed. Enforce payment of delinquent cases by means of phone contact, mail notification, personal contact, notification of driving privilege suspensions, notice and service of warrants.

### **DUTIES AND RESPONSIBILITIES:**

Works to maintain tracking of delinquent cases. Prepares, notifies and serves various delinquent notices, warrants and sanctions. Maintains records of delinquent notices, warrants and sanctions served and contacts made for delinquent cases. Assists public at counter and on phone with questions concerning collections and other various questions tactfully and courteously. Ability to stand for various periods of time. Operates a variety of office equipment (copier, fax, and computer). Ability to compose correspondence independently concerning collections. Establish and provide monthly progress reports to judge. Work effectively with judges, court staff, police officers and judicial representatives to accomplish the functions of collections officer. Travel and special training required.

### **EMPLOYMENT STANDARDS:**

Must possess valid Arizona driver's license. Current AZPOST certification is preferred. Any combination of education, training and experience which demonstrates ability to perform duties of position.

### **KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

#### **Knowledge of:**

- law enforcement and public relations activities;
- typing skills and ability to use various office equipment;
- creation and accurate maintenance of files and records.

#### **Ability to:**

- quickly familiarize oneself with departmental personnel and office procedures, policies and standards;
- establish and maintain effective working relationships with other employees and general public;
- receive and carry out instructions.

#### **Skills in:**

- communicating effectively verbally and in writing;
- deal tactfully and courteously with the public, defendants, victims, attorneys, the courts, personnel, probation and law enforcement both in person and on phone.

**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.