

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: APRIL 9, 2015
CLOSING DATE: APRIL 22, 2015

DEPARTMENT: Public Works
Administration/Engineering

POSITION: Administrative Clerk Specialist

LOCATION: Globe

JOB CODE: 15-029

ANNUAL SALARY: \$26,495.00-\$28,483.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to assist the Public Works Department in administrative, accounting and clerical duties. This position monitors accounts payable invoices, maintains data, runs reports, verifies revenue received, coordinates with Public Works department staff, and monitors major projects in order to capture and track all project costs within the budgets.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Submits accounts payable invoices, credit card statements, time sheets and general journals.	30%
• Maintains project files and reports according to contracts and other relevant information.	30%
• Reconciles project and departments payables and receivables with General Ledger.	20%
• Assists staff from all sections of the Public Works department with their financial record keeping.	20%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Provides research support on Departmental budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibility.

ORAL COMMUNICATION DUTIES

This position explains procedures or processes to other employees or the public.

WRITTEN COMMUNICATION DUTIES

This position creates or edits emails, letters, memo's, agendas, public notices and reports.

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

Sometimes (More than 10% but less than 25% 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.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Bookkeeping Certificate preferred.

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KNOWLEDGE REQUIRED

Clerical, English language & composition, accounting, procurement, accounts payable.

SKILLS REQUIRED

Reading, customer service, problem recognition, problem solving, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Read and write minimum high school level, perform mathematical operations, multi-task, maintain auditory attention, speak clearly and sensibly.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Rarely sits to operate special equipment; routinely sits to complete a program and to attend to reception areas.
- May be required to lift work related materials, equipment, tools, and/or gears up to 25 lbs.
- Occasionally requires dexterity for special gadgets and for special machines.
- Incumbents in this position may be required to routinely walk to and from work sites, bend and kneel to complete tasks.

WORK ENVIRONMENT

This position constantly spends time in office environment; occasionally spends time in lobby environment; occasionally spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. Occasionally may become exposed to telephone verbal abuse by customers, or citizens and individuals with high level of emotional distress as well as noise and vibration.

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.