GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JUNE 3, 2015
CLOSING DATE: JUNE 9, 2015

DEPARTMENT: **Sheriff's Office** **POSITION:** **Administrative Clerk**

LOCATION: **Globe** **JOB CODE:** **15-042**

PLEASE USE CIVILIAN/VOLUNTEER APPLICATON

ANNUAL SALARY: **$21,543.00-$22,943.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure that the Gila County Sheriff's Office hires qualified, ethical individuals with no history of felony.

This position fulfills human resources functions at the sheriff's office. The main portion of the position is formed by administering the hiring process at the sheriff's office, which includes processing applications, performing background checks, coordinating applicant testing and informing applicants of their results. The clerk also conducts exit interviews.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• May act as receptionist in receiving and screening visitors/callers; takes messages and directs calls to appropriate parties; provides factual information to inquiries regarding County or departmental activities and functions which may require the explanation of rules, policies and procedures.	20%
• May receive and process applications for job applicants; performs background checks; schedules testing dates for applicants and proctors tests and oral boards.	20%
• May prepare and enter accounts payable and receivable, treasurers receipts, purchase requisitions and contract requests; maintains records and forms; establishes and maintains office files; researches and compiles information from such files as required; prepares, processes, files and maintains departmental records and documentation.	20%
• Performs general office duties including: typing correspondence, reports, forms, meeting minutes, summaries of work and specialized documents related to the organizational unit to which assigned from drafts, notes, dictation or brief instructions; proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies and correct English usage, including grammar, punctuation and spelling.	15%
• Performs various office duties including faxing, updating phone lists, scheduling meeting rooms and ordering office supplies; delivers, picks up, processes and distributes departmental mail; distributes courier deliveries.	10%
• May maintain and update inventory records of department inventory list and equipment in database; tracks and reports on equipment.	5%
• May provide the public with departmental forms and or applications; assists them with form completion; makes copies of reports and documentation for the public and relevant organizations/agencies; may receive departmental fees and monies, documents payments and issues related receipts.	5%
• Compiles materials for meetings; prepares agendas and attends such meetings to take notes as required; attends relevant meetings, conferences and training sessions.	5%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position explains procedures or processes to other employees or the public and participates in meetings.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits emails, internal memos 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

Two (2) years experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service. Law Enforcement knowledge preferred but not required.

SKILLS REQUIRED

Active listening, analytical thinking, communicating diplomatically, customer service, problem solving, multi-tasking, time management, typing and data entry.

ABILITIES REQUIRED

Express one's self orally, express self through written words, perform mathematical operations, memorize and recall, read and write at professional level,

PHYSICAL DEMANDS

- Constantly sits to complete reports and operate computers.
- Regularly stands to attend to customers.
- Occasiionally lifts items under 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Regularly walks to and from worksites.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; occasionally spends time in classroom(s); occasionally spends time in automobile.

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 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 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.