

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JULY 8, 2015**  
**CLOSING DATE: JULY 21, 2015**

**DEPARTMENT:** Sheriff's Office

**POSITION:** Civil Clerk

**LOCATION:** Globe

**JOB CODE:** 15-061

**PLEASE USE CIVILIAN/VOLUNTEER APPLICATION**

**ANNUAL SALARY:** \$24,465.00-\$26,299.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to process, record and ensure compliance with State laws regarding the service of legal documents from the Superior Court to be served by the Gila County Sheriff's Office.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Reviews, processes and files documents issued from the court systems and other agencies; enters data into computer system, verifies and prepares documents for service.	40%
• Assists customers and attorneys regarding court procedures and status of documents; maintains departmental files, records, documentation and databases.	20%
• Obtains information for legal proceedings such as: legal property descriptions, property identification, vehicle identification numbers, and makes arrangements for Sheriff's Office sales.	10%
• Enters, reviews, edits and retrieves data and prepares reports.	10%
• Receives departmental fees and issues receipts; balance bank deposits and maintains related records.	10%
• Enters, reviews, edits and retrieves data and prepares reports.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position provides research support only on elected office level budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures and participates in meetings.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails 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

Consistently (More than 40% but less than 55% in a year)

### MINIMUM EDUCATION REQUIRED

High School Diploma or GED

### MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

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

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## **PROFESSIONAL CREDENTIALS REQUIRED**

Notary Public Certification

## **KNOWLEDGE REQUIRED**

Clerical, customer and personal service, English language & composition, law & government, a person must be able to read and understand documents that come in from the Court to be served by a Deputy Sheriff.

## **SKILLS REQUIRED**

Active learning, active listening, analytical thinking, critical thinking, reading, customer service, troubleshooting, typing and data entry.

## **ABILITIES REQUIRED**

Multi-task, imagine outcomes of particular actions, read and write at college level, read and write at professional level, deductive reasoning.

## **PHYSICAL DEMANDS**

- Occasionally stands to attend to customers, occasionally stands to perform custodian work.
- Occasionally sits to operate special equipment, to complete a program and rarely sits to perform watchmen duties.
- Regularly lifts under 10 lbs. of work related materials, equipment, tools and/or gears.
- Constantly requires dexterity for keyboard operations, rarely requires dexterity for special gadgets and special machines.
- Constantly bends, stoops, twists to reach and grab work related materials.

## **WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment and in lobby environment; rarely spends time in classroom(s); outdoor areas; library and automobile.

## **SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens. May also become exposed to individuals with high level of emotional distress.

## **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.

## **SECURITY REQUIREMENTS**

Incumbents in this position are required to be US Citizens with zero felony convictions and required to have an Arizona Driver's License. Prior to being hired, all potential appointees to this position are subject to background checks; as well as written and oral examinations.

**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.