GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: OCTOBER 21, 2015
CLOSING DATE: NOVEMBER 3, 2015

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

LOCATION: **Globe** **JOB CODE:** **15-103**

PLEASE USE CIVILIAN/VOLUNTEER APPLICATION

ANNUAL SALARY: **$23,299.00-$25,046.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure the maintenance, retrieval, protection and retention of the Sheriff's Office records and ensure compliance with all State and Federal laws, County and internal policies and procedures.
This position reviews and prepares police records, logs citations and warnings, releases information and reports to the public, releases information to the County Attorney's Office and other jurisdictions, assists Sheriff's Office employees with records and provides costomer assistance.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Verifies and releases departmental reports to relevant agencies; ensures the timely processing of deparmental reports; enters and processes citations, warnings, pawn shop tickets, decline case reports, property release forms and scientific exam results.	50%
• Processes Public Records Requests; redacts personal identifing information; maintains records of released information and ensures compliance with State and Federal Laws.	20%
• Processes pawn shop tickets; audits records for accuracy; submits information to Accounting for invoice processing.	20%
• May collect and process payments for Public Records Requests; fingerprinting; civil service and impound hearings.	10%
• 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 trains colleagues, explains County procedures and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos and emails.

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

Continuously (More than 70% but less than 85% 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

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, Federal, State, and local laws, regulations, statutes, and law enforcement.

SKILLS REQUIRED

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

ABILITIES REQUIRED

Make sense of multiple date, focus, multi-task, react in a calm and timely manner, maintain calm demeanor in a stressful situation.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Occasionally sits to operate special equipment and to complete a program.
- May be required to lift work related materials, equipment, tools, and/or gears up to 10 lbs.
- Constantly requires dexterity for keyboard operation; rarely for special gadgets and special machines.
- Constantly bends, stoops and twists to reach and grab work-related materials.

WORK ENVIRONMENT

This position generally works in an office environment, occasionally spends time in lobby environment and classroom(s).

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens; may become exposed to individuals with high levels 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 REQUIRMENTS

Incumbents in this position are required to be U.S citizens with zero felony convictions. Must obtain an Arizona Driver's license. Prior to being hired, all incumbents in this position are subject to a background check, as well as a 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.