

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 28, 2015
CLOSING DATE: NOVEMBER 18, 2015

DEPARTMENT: Globe Regional Justice Court

POSITION: Accounting Clerk Sr.

LOCATION: Globe

JOB CODE: 15-104

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

PURPOSE OF THE JOB

The purpose of this position is to support the financial administration of the regional justice court. This position completes month-end reports and performs citation entry and clerical duties. Performs clerical accounting duties involved with maintaining and reviewing accounting records, claims, accounts payable and/or receivables. Assures the department is in compliance with Supreme Court and County policies and procedures.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Processes complex accounting and financial duties involved with maintaining and reviewing accounting records, claims, accounts records, accounts payable and/or receivables. Reconciles transactions and accounting activities according to policies; records changes; reconciles and resolves differences; reviews accounting and transaction records, and corrects errors as required; reconciles cash receipts and balances.	20%
<ul style="list-style-type: none">Posts debits and credits to journals; balances accounts; reconciles and balances accounts; makes journal entries and treasurer receipts; processes warrants. Process end of month's reports to State of Arizona and Gila County, process quarterly financial reports and submits to the State of Arizona.	10%
<ul style="list-style-type: none">Assists the public either on the phone or over the counter in the use of court forms, document filing procedures and other such matters requiring the application of technical/legal/judicial procedures and practices; receives and completes orders for services/materials from public or employees; evaluates need for service and directs individuals/calls to appropriate office; assists individuals in locating materials/information; explains fees and fines.	10%
<ul style="list-style-type: none">Responds to inquiries from the public, attorneys, case witnesses and law enforcement representatives; gathers information needed to respond to inquiries by researching case status, case documents and the notations or rules/procedures/codes on specific questions which requires distinguishing between, and consideration of sensitive/protected public information. May be required to understand or interpret legal documents. Legal/court procedure regarding case/processing and status; makes copies of files and requested in accordance with department policy.	10%
<ul style="list-style-type: none">Assist in the processes Tax Intercept monies and assists with processing FARE monies.	10%
<ul style="list-style-type: none">Establish and provide monthly progress reports to the Judge. Researches and compiles data in preparation for audits; provides information and/or assistance to auditors as required.	10%
<ul style="list-style-type: none">Will perform bailiff duties for the office. Assists with courtroom duties and fill out documents for the judge, attorneys as needed. Assures paperwork is attached and copies were sent to all parties involved. Distributes cases for sentencing and notifies victim advocate for victim's notification.	10%
<ul style="list-style-type: none">Customer Service at the Counter, and by phone.	10%
<ul style="list-style-type: none">Upon assisting with receipting balances drawer and validates other cashier's drawers.	10%
<ul style="list-style-type: none">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.

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ORAL COMMUNICATION DUTIES

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

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, formal letters, 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

Sometimes (More than 10% but less than 25% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training courses.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years accounting experience; one (1) year clerical experience; legal terminology preferred, demonstrated computer skills in working with word processing, spreadsheet and email software; or equivalent combination of education, training and experience. Any combination of education, training and experience, which demonstrates ability to perform duties of the position.

PROFESSIONAL CREDENTIALS REQUIRED

None.

KNOWLEDGE REQUIRED

Clerical, finance, accounting, law & government, banking. The position in this class require a definable body of knowledge and skills and/or specific program responsibility which are normally gained with experience and training. While responsibilities may vary depending upon the department to which assigned, all positions including performance of a wide variety of technical or specialized accounting and/or financial office support. Fundamental principles and techniques used in bookkeeping and accounting; applicable state and federal statues, rules, codes and regulations; automated accounting system; accounting documentation and reporting; principles of record keeping and record management; general office practices and procedures; customer service standards and protocol; county policies and procedures; as well as the Minimum Accounting Standards (M.A.S) by the Arizona Supreme Court. Legal terminology and judiciary principles and practices; the Arizona Judicial Code of Conduct; legal terminology and documentation; methods and standards for processing legal documents; principles of records management, storage retrieval processes; forms, records, document processing procedures, structure and function of judicial processes; standards for preparing, marking, and maintaining exhibits; automated court case management system.

SKILLS REQUIRED

Active listening, critical thinking, customer service, problem recognition, problem solving, troubleshooting, multi-tasking, typing and data entry. Skills in typing with speed and accuracy generally at 35 WPM. Maintaining accurate and interrelated accounting records, and identifying and reconciling errors, creates Excel ledgers for other vendors the court received money from and reconciles those monies, effective verbal and written communication; establishing and maintaining effective working relationship with co-workers, judges; multi-tasking a variety of projects and managing priorities and tasks to meet schedules and timelines. Effectively communicating in written verbal forms; effectively relate to people of diverse socioeconomic backgrounds and temperaments; operating computer, calculators and/all office machines. Keeps inventory of the departmental supply room and reports to office manager for ordering supplies.

ABILITIES REQUIRED

Perform mathematical operations, multi-task, react in a calm and timely manner. Multi-task and assist as courtroom clerk, provides legal clerical assistance during trials and hearings such as summarizing court proceedings, administering oaths upon the request of the judge; marking/maintaining exhibits; coordinate the tracking and disposition of exhibits; utilize court calendaring and automated court case management systems. Maintain the confidentiality and integrity of the department; maintains the court calendar for the department's website and make sure it posts accordingly. Continue with (16) education hours required by Supreme Court yearly. Reconciles month ends reports according to M.A.S. and abides by Supreme Court as well as County Policies.

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PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Routinely sits to perform duties.
- May be required to lift work related materials, equipment, tools, and/or gears; up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites; routinely bend; occasionally stoop and kneels.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. Occasionally, may become exposed to telephone verbal abuse by customers, patients, 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 in 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.