

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: DECEMBER 19, 2015

REVISED: FEBRUARY 19, 2016

CLOSING DATE: FEBRUARY 25, 2016

DEPARTMENT: Superior Court Administration

POSITION: Administrative Clerk Sr. (CASA)

LOCATION: Payson

JOB CODE: 15-119

ANNUAL SALARY: \$23,379.00

PURPOSE OF THE JOB

The purpose of this position is to facilitate the administrative processes of the CASA Program and to provide quality customer service. The position provides administrative support to the CASA Coordinator, Volunteers and administrators including but not limited to: document preparation; coordination of the flow of judicial documents and filings from the Clerk of the Superior Court; data-entry; file maintenance; calendar management; meeting and training coordination and accounting functions.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Prepares highly complex and specialized clerical documents; distributes a variety of legal forms, along with spreadsheets, reports, and confidential correspondence by interpreting and consolidating materials from several sources; initiates, maintains and updates client's court cases, demographic information; enters statewide and national warrants and summonses into electronic databases; mails notices, certified mailings, and victim notifications and notarizes documents for court purposes. Files legal documentation at the Clerk of the Superior Courts office on a daily basis before distributing filed copies to appropriate parties. May act as Court Clerk in specialized hearings; generates contracts/directives for clients, records related orders and files with the Clerk of the Superior Court; types correspondence, reports, forms, meeting minutes, memorandas, newsletters and specialized documents; performs quality assurance duties as it relates to electronic databases and reporting.	50%
<ul style="list-style-type: none">Assists public and volunteers in person or by phone, answering inquiries related to department services and programs; solicits and obtains basic information needed in order to determine appropriate action(s) to be taken; resolves discrepancies or errors, disperses relevant information, or refers clients to the appropriate personnel or location; responds to inquiries from Superior Court, public, volunteers, attorneys and the Department of Child Safety (DCS) representatives; gathers information needed to respond to inquiries by researching case status, case documents and file notations or rules/procedures/codes on specific questions, which requires distinguishing between and consideration of, sensitive/protected and public information; and make copies of files as requested in accordance with department policies; assists staff and volunteers with conferences, training sessions and community events; may conduct training classes offered by the department.	20%
<ul style="list-style-type: none">Assists with CASA Volunteer management; data entry in the Dependent Children Automated Tracking System (DCATS) and the Juvenile Online Tracking System (JOLTS); assist with Volunteer screening and training; assist Volunteers with their child case management; maintain dependent children case files; review and edit Volunteer written court reports; maintains CASA Volunteer files; tracks mandatory requirements for CASA Volunteer Certification.Tracks statistical data for quarterly reports to Administrative Office of the Courts (AOC) using DCATS, JOLTS and MS Excel.	30%
<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.

ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures or processes.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters 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 directly related experience or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

Committee on Judicial Education and Training for the state, requires 16 hours of training per year; valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Database management, clerical, customer and personal service, accounting, Federal, State, Local laws, regulations, statutes, legal terminology, forms and documentation, legal processes and procedures; court processes and procedures for filing of legal documents.

SKILLS REQUIRED

Active learning, critical thinking, communicating diplomatically, problem solving, analyzing operations, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Make sense of multiple data, focus, multi-task, react in calm and timely manner and deductive reasoning.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Regularly sits to attend to reception areas.
- May be required to lift work related materials and equipment up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites; occasionally kneel and twist.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; constantly spends time in lobby environment; routinely spends time in courtroom; and occasionally spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, clients or citizens, individuals with high level of emotional distress, physical danger, blood-borne pathogen and communicable diseases.

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.