

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 11, 2016
CLOSING DATE: MARCH 2, 2016

DEPARTMENT: Health & Emergency Services

POSITION: Administrative Clerk

LOCATION: Payson

JOB CODE: 16-010

ANNUAL SALARY: \$21,931.00-\$23,556.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to facilitate the administrative processes of the department and provide customer service. This position provides customer service and issues official documents. The role also performs clerical tasks, including money and mail processing, supply orders, data maintenance, scheduling, and filing.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Prepares vaccination paperwork for children and adults; takes payment for vaccinations or (for children) verifies insurance, if applicable; and photocopies Vaccine Information Sheets, ensuring most up-to-date is on file.	20%
• Greets clients, directs telephone calls and answers callers' inquiries.	10%
• Issues dog licenses, death certificates, remote attestations, and transfer permits, and collects associated fees.	10%
• Enters complaints for Health Inspector or Animal Control.	10%
• Makes weekly deposits of all monies collected .	10%
• Maintains vehicle log and sends to health accounting each month; schedules vehicle maintenance, as needed.	10%
• Processes mail.	10%
• Orders supplies, as needed.	10%
• Files completed paperwork in appropriate files.	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 explains County procedures or processes.

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

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

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

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MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

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

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, English language and composition, accounting.

SKILLS REQUIRED

Active learning, active listening, analytical thinking, reading, customer service, problem recognition, multi-tasking, typing and data entry,

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, read and write minimum High School level, maintain calm demeanor in stressful situations, follow orders, adapt to changes and follow new training.

PHYSICAL DEMANDS

- Regularly sits to complete report and to attend to reception areas, routinely sits to operate computers.
- May be required to lift work related materials or equipment up to 25 lbs.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in an office environment and may spend time in a lobby 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 or citizens and 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.

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.