

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MARCH 16, 2016
CLOSING DATE: MARCH 29, 2016

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Administrative Clerk Specialist

LOCATION: Payson/Star Valley

JOB CODE: 16-022

ANNUAL SALARY: \$26,972-\$28,995 DOE

PURPOSE OF THE JOB

The purpose of this position is to provide administrative support for both the diesel and gas shops and to assist shop leadership in loss prevention. This position fulfills administrative functions for the department in relation to maintenance, accounts and timesheets. Duties include generating documents, data maintenance, credit card statement reconciliation and budget preparation assistance.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Schedules departmental equipment and vehicle maintenance, sends reminders, generates repair orders and updates information on systems.	40%
• Reconciles invoices with credit card statements and enters data for department charges and finance reports.	30%
• Maintains personnel's timesheets and sending data to Finance Department.	10%
• May assist in the preparation of departmental budgets, inventory of both shops, car rentals, pickup of parts and return of employees to their office.	20%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides research support on department level 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, reports and formal letters.

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.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years clerical/administrative experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

Continued on page 2.....

KNOWLEDGE REQUIRED

Clerical, customer and personal service, mathematics, communications and media, and information technology.

SKILLS REQUIRED

Active learning, active listening, customer service, problem solving, multi-tasking, typing and data entry. Demonstrated computer skills in working with word processing, spreadsheet and email software. Skill in typing with speed and accuracy at a net rate of 50 words per minute from printed copy.

ABILITIES REQUIRED

Make sense of multiple data, multi-task, maintain mental wrist-finger speed, maintain calm demeanor in stressful situations and following orders.

PHYSICAL DEMANDS

- Constantly sits to complete reports and to operate computers.
- Routinely lifts a maximum of 25 lbs. of work related materials.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites.

WORK ENVIRONMENT

Incumbents in this position generally works in an office environment, may routinely spend time in a lobby environment. Work is performed in an office or lobby environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment, may work under stress of deadlines and with members of the public.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On occasion may become exposed to telephone verbal abuse by customers or citizens, noise and vibration.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position on occasion may be required to wear rubber gloves, hard hats and safety glasses.

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.