GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: MAY 27, 2016
REVISED: JUNE 6, 2016
CLOSING DATE: JUNE 10, 2016

DEPARTMENT: **Public Fiduciary**

POSITION: **Public Fiduciary Services Specialist**

LOCATION: **Globe**

JOB CODE: **16-038**

ANNUAL SALARY: **$28,321-$30,445 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure the protection of clients' estates and wellbeing. This position performs Public Fiduciary case management activities by planning and monitoring the personal and financial affairs of clients declared protected or incapacitated by the court.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Manages a caseload of clients; develops and implements case management plans; locates and secures housing, food, and clothing for clients; maintains case records in compliance with Supreme Court regulations; performs case studies to assess problems, identifies and presents alternative solutions for clients' issues and problems.	30%
• Maintains a database of client documentation for legal record of the Public Fiduciary case management.	20%
• Schedules appointments and coordinates services with other human service agencies; attends medical and psychiatric appointments. Transports clients to appointments.	20%
• Makes purchases for clients, assists in the management of client funds and expenditures, and coordinates burial arrangements.	10%
• Assists with investigation of referrals and/or court ordered evaluations, gathers the information, visits the prospective client, family members, and interested persons; and assists in making recommendations on whether to accept or decline case and whether potential ward is deemed in need of Public Fiduciary services.	10%
• Prepares monthly reports and correspondence; prepares guardianship reports to court; attends court hearings and testifies in court, as required; prepares inventory for legal reviews; and completes yearly renewal forms for services.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research and clerical support on process improvement projects.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes, participates in meetings and gives presentations or speeches.

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

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

Associates Degree in Social Services or related field or equivalent combination of education, training and experience.

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MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years of social services, care giving, accounting experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Must obtain Public Fiduciary License issued by the Arizona Supreme Court, upon completion of three (3) years case management experience under Public Fiduciary.

KNOWLEDGE REQUIRED

Customer and personal service; English language and composition; Federal, State, Local laws, regulations, statutes; case management - Public Fiduciary; first aid, CPR, or lifeguard procedures.

SKILLS REQUIRED

Active learning, active listening, analytical thinking, problem recognition, problem solving, time management, multi-tasking, coordinating services and providing advocacy to ensure legal, financial, medical and domestic matters are addressed in a timely manner, as well as research and gather information to ensure competent decision making.

ABILITIES REQUIRED

Recognize problems; solve problems using inductive reasoning; make sense of multiple information; maintain calm demeanor in stressful situations; consider options, risks and benefits.

PHYSICAL DEMANDS

- Routinely stands to attend to customers; rarely stands to perform custodian work.
- Routinely sits to complete report, operate computers, complete a program and to attend to other duties; occasionally sits to operate special equipment.
- Routinely lifts under 10 lbs.; occasionally lifts up to 25 lbs., occasionally lifts up to 50 lbs.; rarely lifts up to and over 75 lbs.
- Routinely requires dexterity for keyboard operation; occasionally requires dexterity for special gadgets and special machines.
- Incumbents in this position may be required to rarely intervene; occasionally bend; rarely stoop, crawl, knee; routinely twist.

WORK ENVIRONMENT

Incumbents in this position generally work in an office environment. May work under stress of deadlines; requires travel to conduct client visits; may be exposed to variable weather conditions, human waste, body fluids, vermin, chemicals and weapons; may be required to lift/carry up to 50 pounds; work flexible hours and respond to afterhours emergencies, including evenings, weekends and holidays.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens, physical danger, mechanical hazards, chemical hazards, electrical hazards, bloodborne pathogens, communicable diseases, fire hazards, respiratory hazards, extreme temperature, noise and vibration, and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department; rarely require biosafety gear, safety foot wear, eye protection devices.

CONSEQUENCES OF ERROR

Potential errors can result in minor delay or inconvenience. Errors can be detected early.

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.