

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 1, 2016
CLOSING DATE: JULY 8, 2016

DEPARTMENT: Payson Constable

POSITION: Constable's Clerk

LOCATION: Payson

JOB CODE: 16-058

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$24,954-\$26,825 DOE

PURPOSE OF THE JOB

The purpose of this job is to help ensure the safety of Gila County Citizens, their families and property by promptly and efficiently processing paperwork for service in criminal and civil cases to be served by the Payson Regional Constable's Office.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Reviews, processes and files legal documents issued from the Court systems and other agencies; enters data into computer systems, verifies and prepares documents for service. Sometimes serves these documents, may occasionally supervise temporary employees or volunteers.	40%
<ul style="list-style-type: none">Enters, edits and retrieves data and prepares periodic or special reports, using a computer system and following established formats and menus; may perform production computer information entry and ensures accuracy of information entered into departmental computer systems and databases; reviews and processes employee time reporting; tracks staff leave accruals and comp time; performs general office duties including filing, faxing and copying; creates and maintains departmental files and records; delivers, picks up, processes and distributes departmental mail; assists with ordering and maintaining office supply inventories and departmental equipment.	30%
<ul style="list-style-type: none">Assists customers regarding court procedures, receipt of payments, bonds, citations and warrants; maintains departmental records, files, documentation and databases.	20%
<ul style="list-style-type: none">Receives departmental fees and issue receipts; balances bank deposits and maintains related records; reconciles accounts payable and receivable accounts; prepares departmental invoices, Treasurer's Receipts, demands and purchase requisitions; verifies and processes credit card statements for billing and travel claims for reimbursement.	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.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and responds to public inquiries.

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.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% 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

Arizona Secretary of State Notary Public

KNOWLEDGE REQUIRED

Clerical, customer and personal service, database management, finance and mathematics.

SKILLS REQUIRED

Active listening, critical thinking, making decisions, reading, customer service, problem recognition, diplomatic communication, problem solving, time management, multi-tasking, typing and data entry. Must be able to work effectively under stressful conditions and maintain composure, effectively deal with situations requiring diplomacy, understanding, fairness, firmness and sound judgment while remaining alert at all times and reacting quickly to potential hazards.

ABILITIES REQUIRED

Categorize and group data, follow orders, make sense of multiple data, multi-task, read and write at College level. Maintain a calm demeanor in stressful situations, deductive reasoning and ability to mediate difficult situations.

PHYSICAL DEMANDS

- Regularly stands to attend to customers.
- Constantly requires dexterity for keyboard, mouse and calculator operation.
- Regularly lift 50 lbs. or less of work related materials or equipment.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment and occasionally spends time in lobby, or courtroom 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. Could rarely be exposed to bloodborne pathogens and weapons. Routinely be exposed to 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 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.