

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JULY 6, 2016**  
**CLOSING DATE: JULY 19, 2016**

**DEPARTMENT:** Community Development

**POSITION:** Administrative Assistant

**LOCATION:** Globe

**JOB CODE:** 16-062

**ANNUAL SALARY:** \$28,887-\$31,054 DOE

### PURPOSE OF THE JOB

The purpose of this position is to organize and direct administrative and management services for the Gila County Community Development Division and to act as liaison between the Community Development Division, the public, vendors, residents, other departments and anyone needing information or services.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Prepares agendas and minutes for Planning & Zoning Commission and Board of Adjustments.	15%
• Distributes agenda packets for Planning & Zoning Commission and Board of Adjustments.	10%
• Prepares legal notices for publication in newspaper and posting at the property for zoning applications.	10%
• Maintains office supply inventory and orders supplies as necessary.	10%
• Answers phone inquiries, directs calls to appropriate parties, takes messages and routes to appropriate parties.	20%
• Prepares quarterly Planning & Zoning applications reports.	10%
• Maintains log for zoning applications where application numbers are assigned for rezoning, conditional use permits, use permits, variances, administrative variances, etc.	10%
• Acts as receptionist in receiving and screening visitors/callers, provides information to inquiries regarding departmental activities and functions.	15%
• 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 and participates in meetings.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and ordinances for public release. Work related messages by phone and e-mail.

### 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

Frequently (More than 25% but less than 40% in a year)

### MINIMUM EDUCATION REQUIRED

High School Diploma or GED

Continued on page 2.....

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Four (4) 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, mathematics, accounting, standard office software and spreadsheet applications.

**SKILLS REQUIRED**

Active learning, reading, communicating diplomatically, customer service, time management, multi-tasking, typing and data entry.

**ABILITIES REQUIRED**

Make sense of multiple data, make sense of multiple information, multi-task, maintain calm demeanor in stressful situations, read and write at professional level.

**PHYSICAL DEMANDS**

- 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, bend, stoop and crawl.

**WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office and/or lobby environment.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. May become exposed to telephone verbal abuse by customers, or citizens, both by phone and in person, 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 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.