

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 18, 2016
CLOSING DATE: JULY 22, 2016

DEPARTMENT: Globe Constable

POSITION: Constable's Clerk

LOCATION: Globe

JOB CODE: 16-065

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 Regional Constable's Office.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Creates, reviews and processes monthly departmental activity reports; 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. May occasionally supervise temporary employees or volunteers.	30%
• Collects all service fees, receives payments, maintains records of all monies received, balances monthly receipts and deposits monies to the Treasurer's Office.	10%
• Every morning, receives or picks up criminal and civil documents; reviews documents, enters data into the database and prepares documents for service. Ensures all served papers are recorded, copied and returned back to originating agencies.	10%
• Receives Criminal Arrest Warrants, enters all information into the database.	10%
• Assists customers regarding court procedures, receipt of payments, bonds, citations and warrants; maintain departmental records, files, documentation and databases.	10%
• On a weekly basis, verifies all Criminal Arrest Warrants to ensure the warrants are still valid. This is conducted by researching Public Access and Justice Court Clerks.	10%
• Reviews invoices for accuracy, complete the necessary documentations and submits to County Finance Department for proper payment.	10%
• Reviews data from prior year's budget, analyzes information per line item, prepares new budget and submits to Constable for approval.	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 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/PREFERRED

Arizona Secretary of State Notary Public

KNOWLEDGE REQUIRED

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

SKILLS REQUIRED

Active listening, critical thinking, reading, customer service, problem solving, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Categorize and group data, follow orders, make sense of multiple data, multi-task, read and write at College level.

PHYSICAL DEMANDS

- Regularly stands to attend to customers.
- Constantly requires dexterity for keyboard, mouse and calculator operation.

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 to 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 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.