

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: OCTOBER 13, 2016**  
**CLOSING DATE: OCTOBER 26, 2016**

**DEPARTMENT:** Administrative Services

**POSITION:** Administrative Clerk

**LOCATION:** Globe

**JOB CODE:** 16-093

**ANNUAL SALARY:** \$22,369-\$23,823 DOE

### PURPOSE OF THE JOB

The purpose of this position is to support the administration of the County government. This position directs telephone calls and performs mailroom and data entry duties.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"><li>Establishes and maintains office files; researches and compiles information from such files; purges files as required; prepares, processes, files and maintains departmental records and documentation.</li></ul>	10%
<ul style="list-style-type: none"><li>Maintains records and processes forms, such as work orders, purchase requisitions and others specific to the organizational unit; may make arithmetic or standard statistical calculations; assists with processing employee time reporting and/or administering applicant testing.</li></ul>	
<ul style="list-style-type: none"><li>Acts as receptionist in receiving and screening visitors/callers, taking messages and directing calls to appropriate parties; provides factual information to inquiries regarding County or departmental activities and functions which may require the explanation of rules, policies and procedures.</li></ul>	50%
<ul style="list-style-type: none"><li>Performs general office duties including faxing, updating phone lists, scheduling meeting rooms, and ordering office supplies; delivers, picks up, processes and distributes departmental mail; distributes courier deliveries.</li></ul>	20%
<ul style="list-style-type: none"><li>Operates a variety of office machines and equipment including personal computers, typewriters, adding machines, calculators, alpha readers, data processing terminals, printers, copiers, binders, collators, postage machines, switchboard equipment &amp; software and microfilm equipment as needed.</li></ul>	20%
<ul style="list-style-type: none"><li>Performs other duties as assigned.</li></ul>	

### 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.

### 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.

### 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

Two (2) years experience; or equivalent combination of education, training and experience.

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## **PROFESSIONAL CREDENTIALS REQUIRED**

Valid AZ Driver's License.

## **KNOWLEDGE REQUIRED**

Clerical, customer and personal service, training, bookkeeping, mailroom processes. Knowledge of basic office practices and procedures; general office equipment; basic computer applications involving word processing, data entry and/or standard report generation; correct business English, including spelling, grammar and punctuation; methods and standards for preparing business correspondence and documents; customer service standards and protocol.

## **SKILLS REQUIRED**

Active listening, customer service, problem solving, multi-tasking, typing and data-entry.

## **ABILITIES REQUIRED**

Fully and quickly comprehend spoken words, categorize and group data, multi-task, speak clearly and sensibly and maintain calm demeanor in stressful situations.

## **PHYSICAL DEMANDS**

- Constantly sits to attend to reception areas.
- Regularly lifts under 10 lbs., up to 25 lbs., and rarely lifts over 75 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites and kneel to complete tasks.

## **WORK ENVIRONMENT**

Incumbents in this position constantly spends time in an office environment and may 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, but must be cognizant of potential dangers associated with mailing of hazardous materials. On rare occasions, may become exposed to occasional telephone verbal abuse by customers or citizens.

## **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 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.