

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 23, 2016
CLOSING DATE: DECEMBER 6, 2016

DEPARTMENT: Clerk of the Board

POSITION: Deputy Clerk of the Board

LOCATION: Globe

JOB CODE: 16-102

ANNUAL SALARY: \$38,600-\$41,495 DOE

PURPOSE OF THE JOB

The main function of this position is to provide highly professional administrative support to the Clerk of the Board (COB) to ensure that the Board of Supervisors (BOS), elected officials, division/department heads and the citizens of Gila County are provided accurate accounts and record of actions taken by the BOS and that the funds of Gila County are managed responsibly.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Assists in the preparation of meeting agendas and information, completing backup and referral of items to appropriate departments; and provides customer service to internal and external customers related to all services provided by the COB Department.	20%
• Takes oral and recorded dictation; writes minutes of BOS meetings; and distributes according to statutory requirements. May summarize notes and prepare reports and information for study purposes.	20%
• Navigates various software programs to record and publish audio recordings on the County website. Provides troubleshooting assistance regarding departmental computer hardware and software programs and equipment.	10%
• Processes requisitions; invoices, contracts or other documents relating to COB departmental activities; and prepares and posts all public notices of the BOS.	10%
• Processes liquor license applications; and assists with processing cable and public utility franchise applications; and processing paperwork for state-owned land sales.	10%
• Performs records management activities for all documents approved by the BOS.	10%
• Maintains and updates the COB Department website, and maintains and updates databases for resolutions, state-owned land, BOS meeting agendas and actions, etc.	10%
• Acts as Clerk of the Board during the Clerk's absence.	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, procedures, formal letters and Board of Supervisors presentations.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other 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)

Continued on page 2.....

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training courses.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years experience in similar capacity, serving Board members in public agencies; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, English language and composition, law and government.

SKILLS REQUIRED

Active learning, communicating diplomatically, customer service, delivering training, analyzing operations, time management, multi-tasking, typing and data entry, English language, law and government and troubleshooting.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, maintain auditory attention, multi-task, read and write at professional level, speak clearly and sensibly and maintain mental wrist-finger speed.

PHYSICAL DEMANDS

- Rarely sits to operate special equipment and to perform watchmen duties; regularly sits to attend to other duties.
- Rarely requires dexterity for special gadgets and for special machines; regularly requires dexterity for keyboard operation.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; routinely spends time in library; courtroom and other public areas.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens; individuals with high level of emotional distress and may be exposed to physical danger.

PROTECTIVE GEAR AND 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 have legal ramifications, loss of funding, loss of organization's credibility.

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.