GILA COUNTY SUPERIOR COURT
COURT ADMINISTRATION
JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSITION POSTED: March 4, 2014

DEPARTMENT: **SUPERIOR COURT**
LOCATION: **GLOBE**
CLOSING DATE: **MARCH 26, 2014**

POSITION: **ADMINISTRATIVE ASSISTANT**
JOB CODE: **2014-006**
ANNUAL SALARY: **$28,350 – $29,785, DOE**

NATURE OF WORK:

Performs a wide variety of administrative and secretarial duties of a highly responsible nature in relieving a Department head and other staff of administrative and business details which may include assisting in the administration of department budget, purchasing supplies, arranging for equipment maintenance, assisting the processing of personnel/time recording functions, and processing invoice payment and other bookkeeping functions within the department; may lead and oversee the work of other office clerical staff.

DUTIES AND RESPONSIBILITIES:

- Coordinates office activities, prioritizes and develops schedules in order to meet critical deadlines; develops and recommends office procedures and systems; and ensures efficient office operations to support functions under Manager; may train and oversee the activities of other clerical employees, including assigning and reviewing work; assisting in the interviewing and hiring of other clerical staff.
- Receives and screens visitors and telephone callers; provides customer service to the general public and provides factual information which may require the interpretation of policies and procedures; takes messages or refers caller to the appropriate person; provides assistance or technical information of a specialized nature regarding departmental/County policies, procedures and other program details to visitors, the general public and employees.
- Researches and compiles a variety of informational material from a variety of sources (both external and internal) into narrative and statistical reports related to reports, special projects, inquiries or complaints, customer service issues, and departmental functions
- Maintains departmental calendars and schedules for manager and department staff; coordinates and arranges meetings, may prepare agendas and packets for mailing, reserves and arranges facilities; may serve as secretary to Committee/Board in recording and transcribing minutes of meetings; may make staff travel arrangements, complete and process claim forms.
- Prepares a variety of correspondence, legal documents, meeting minutes, reports, articles, technical specifications, memoranda, from clear copy, notes or instructions, where knowledge of format, correct English usage (including spelling, punctuation and grammar) and presentation is necessary; ensures that correspondence, contracts, agreements and all other documents are prepared accurately and in accordance with department standards.
- Maintains departmental files, records and documentation.
- Receives invoices, credit card statements, prepares vouchers to submit to Finance for payment, may reconcile accounts; may assist in annual budget development by compiling and collecting expenditures and costs; files and maintains related documentation.
- May order and maintain office supply inventories.

WORKING ENVIRONMENT:

Work is performed in an office 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.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant is distinguished from other County Office support classes by providing secretarial and administrative services to a Department Head or Division Manager. As such, incumbents apply specific knowledge of policies and procedures of an organization under the department head in order to organize and coordinate work within the office, relieve the Administrator of the more routine administrative detail. This class is distinguished from Office Manager in that the latter is delegated substantially more administrative responsibility for operating the office of a department head with a greater scope of responsibility.

EMPLOYMENT STANDARDS:
High School Diploma or G.E.D. and four (4) years secretarial/administrative experience; or equivalent combination of education, training and experience. Demonstrated computer skills in working with word processing, spreadsheet and email software. Skill in typing with speed and accuracy at a net rate of 50 words per minute from printed copy.

Depending on area of assignment; may require valid Arizona Driver's License and/or Notary Public License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:
Knowledge of: Office administration processes and procedures; general office equipment; standard computer software applications; methods and standards for preparing business correspondence; business English, spelling and grammar; records management processes and standards; fundamental principles and terminology used in bookkeeping and budgeting; basic math; basic Federal, state, county statutes as they relate to the function of the department; customer service standards and protocol.

Ability to: Coordinate a variety of administrative functions; prepare correspondence, documents, meeting agendas and reports; collecting data, analyzing information, and making logical conclusions based on facts; interpret a variety of technical instructions and program requirements; use initiative and independent judgment; establish effective working interpersonal relationships; lead the work of others; respond to inquiries and provide assistance to the general public; communicate effectively verbally and in writing.

Skills in: Effectively communicating in written and verbal forms, in applying correct English usage, grammar, spelling and punctuation; preparing and writing reports, business correspondence, and policy manuals; effectively presenting information and responding to questions from general public and employees; operating standard office equipment, personal computers and printers; organizing, prioritizing multiple work activities of self and others.

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.