

**GILA COUNTY PROBATION DEPARTMENT  
JOB ANNOUNCEMENT**

1100 E. MONROE STREET, GLOBE, AZ 85501  
714 S. BEELINE HIGHWAY, PAYSON, AZ 85541

POSITION POSTED: **October 15, 2014**

DEPARTMENT: **PROBATION**

POSITION: **GRANT PROJECT ASSISTANT**  
*(Grant Funded – Three (3) Year Grant)*

LOCATION: **GLOBE**

JOB CODE: **2014-011**

CLOSING DATE: **OPEN UNTIL FILLED**

ANNUAL SALARY: **\$24,032**

**PURPOSE OF THE JOB**

The purpose of this position is to assist the SAMHSA Grant Project Director with the administration of the Juvenile Evening/Weekend Resource Center.

**SUPERVISORY RESPONSIBILITIES**

This position does not supervise other employees.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
• Provides clerical support; organizes and communicates scheduling; disseminates information; and uses translation software as applicable.	30%
• Provides clerical and administrative assistance including the preparation of court documents and written correspondence; collection of data; preparation of charts and graphs.	30%
• Maintains files; communicates with and assists Therapists, Evaluator, Project Director, Probation and Detention Officers regarding the status of programming; maintains confidentiality of client information.	30%
• Provides customer service and answers questions from clients and community.	10%
• Performs other duties as assigned.	

**BUDGET RESPONSIBILITIES**

This position has no budget responsibility.

**PROJECT RESPONSIBILITIES**

This position has no project responsibility.

**ORAL COMMUNICATION DUTIES**

This position explains County procedures and responds to simple public inquiries within limits of authority.

**WRITTEN COMMUNICATION DUTIES**

This position creates or edits emails and reports.

**INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

**INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Regularly (More than 55% but less than 70% in a year)

**MINIMUM EDUCATION REQUIRED**

High School Diploma or GED

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

One (1) year experience; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

None

**KNOWLEDGE REQUIRED**

Caseload management – Probation, clerical, computer programming languages, customer and personal services.

**SKILLS REQUIRED**

Critical thinking, communicating diplomatically; customer service; problem solving; diversity awareness; time management; multi-tasking; typing and data entry.

**ABILITIES REQUIRED**

Follow orders, maintain calm demeanor in stressful situations, multi-task, perform arithmetic operations, solve problem sensibly and swiftly.

**PHYSICAL DEMANDS**

- Occasionally stands to attend to customers.
- Constantly sits to complete report, operate computers, and to attend to other duties.
- Constantly lifts up to 25 lbs. of work related materials.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites, routinely bend, twist, stoop, and rarely kneel.

**WORK ENVIRONMENT**

This position generally works in an office environment, may involve contacts out in the community. Incumbents in this position may occasionally spend time in lobby environment and/or reception desk.

**SAFETY RISK EXPOSURE**

Incumbents in this position routinely may be exposed to telephone verbal abuse; communicable diseases; and respiratory hazards.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May be required to utilize rubber gloves.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**EMPLOYMENT CONDITIONS**

Candidates to this position must pass criminal history records check prior to official appointment.

**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.