



**YUMA COUNTY
RECRUITMENT ANNOUNCEMENT
CLERK II
VARIOUS DEPARTMENTS**

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THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY.

SALARY & CLASSIFICATION:

SALARY RANGE: \$ 21,411- \$ 26,739/YR., DOQ; PAID BI-WEEKLY. THIS IS A NON-EXEMPT POSITION; ELIGIBLE FOR OVERTIME COMPENSATION. ELIGIBILITY LIST WILL BE USED BY ALL COUNTY DEPARTMENTS FOR FULL-TIME, PART-TIME, AND TEMPORARY POSITIONS. SOME POSITIONS MAY REQUIRE SHIFT WORK. **SALARY RANGE: 115**

NATURE OF WORK:

UNDER CLOSE SUPERVISION PERFORMS OFFICE AND CLERICAL WORK OF ROUTINE DIFFICULTY IN GENERAL OFFICE PROCEDURES; PERFORMS RELATED WORK AS REQUIRED OR ASSIGNED.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:

TWO (2) YEARS OF GENERAL CLERICAL EXPERIENCE OR ANY COMBINATION OF EDUCATION, TRAINING, OR EXPERIENCE WHICH DEMONSTRATES THE ABILITY TO PERFORM THE DUTIES OF THE POSITION. **SPECIAL REQUIREMENTS:** MINIMUM TYPING SPEED OF 50 WPM/DEMONSTRATED SKILLS PERFORMANCE TEST. SOME DEPARTMENTS MAY REQUIRE THE SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND POLYGRAPH PRIOR TO APPOINTMENT. MUST POSSESS AND MAINTAIN A VALID ARIZONA DRIVER'S LICENSE.

CANDIDATE SELECTION PROCEDURE

APPLICANTS MEETING THE MINIMUM QUALIFICATIONS WILL BE PLACED ON AN ELIGIBILITY LIST. OF THESE APPLICANTS, THE TOP CANDIDATES WILL BE INVITED TO INTERVIEW WITH THE HIRING DEPARTMENT. THE SUCCESSFUL APPLICANTS WILL BE NOTIFIED BY TELEPHONE AND/OR MAIL OF INTERVIEW DATE, TIME AND LOCATION. THE REMAINING APPLICANTS MAY BE ELIGIBLE FOR FUTURE CONSIDERATION EITHER BY: (1) A FUTURE REFERRAL FROM THIS ELIGIBILITY LIST, OR (2) APPLICANTS MAY REAPPLY FOR THIS POSITION UNDER A FUTURE RECRUITMENT ANNOUNCEMENT.

THE ABOVE INFORMATION IS INTENDED TO DESCRIBE THE GENERAL NATURE OF THIS POSITION AND IS NOT TO BE CONSIDERED A COMPLETE STATEMENT OF DUTIES, RESPONSIBILITIES AND REQUIREMENTS.

*****NOTE*****

REASONABLE ACCOMMODATIONS WILL BE MADE IN ORDER FOR AN "OTHERWISE QUALIFIED APPLICANT" WITH A DISABILITY TO PARTICIPATE IN ANY STAGE OF THE RECRUITMENT PROCESS. REQUESTS FOR ACCOMMODATION MUST BE MADE THROUGH THE YUMA COUNTY PERSONNEL DEPARTMENT IN ADVANCE OF THE EVENT, OR AS SOON AS PRACTICAL, SO THAT NECESSARY ARRANGEMENTS CAN BE MADE. (928) 373-1013 OR TDD (928) 373-1013

APPLY:

**YUMA COUNTY HUMAN RESOURCES DEPARTMENT - 198 S. MAIN STREET, YUMA, AZ 85364
(928) 373-1013 FAX (928) 373-1153 WWW.CO.YUMA.AZ.US**

APPLICATION DEADLINE: OPEN CONTINUOUS

**SEPARATE APPLICATIONS REQUIRED FOR EACH POSITION
COPIES OF AN ORIGINAL APPLICATION MAY BE SUBMITTED
RESUMES NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION
SEE REVERSE SIDE FOR MORE INFORMATION**

CLERK II

SUMMARY OR PURPOSE:

UNDER CLOSE SUPERVISION PERFORMS OFFICE AND CLERICAL WORK OF ROUTINE DIFFICULTY IN GENERAL OFFICE PROCEDURES; PERFORMS RELATED WORK AS REQUIRED OR ASSIGNED.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*THE FOLLOWING DUTIES **ARE NOT** INTENDED TO SERVE AS A COMPREHENSIVE LIST OF ALL DUTIES PERFORMED BY ALL EMPLOYEES IN THIS CLASSIFICATION. SHOWN ARE DUTIES INTENDED TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES LISTED AND MAY BE REQUIRED TO PERFORM ADDITIONAL, POSITION-SPECIFIC DUTIES.*

(ILLUSTRATIVE ONLY) RECEIVES, SORTS, INDEXES, FILES, AND RETRIEVES FORMS, CORRESPONDENCE, AND DOCUMENTS; COMPILES REPORTS AND SUMMARIES OF WORK; CHECKS AND COMPLETES RECORDS, FORMS, AND DOCUMENTS; RECEIVES AND DISTRIBUTES CORRESPONDENCE; OPERATES A VARIETY OF OFFICE MACHINES.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

KNOWLEDGE OF COUNTY POLICIES AND PROCEDURES; KNOWLEDGE OF BUSINESS ENGLISH, SPELLING, AND ARITHMETIC; KNOWLEDGE OF CLERICAL AND OFFICE PRACTICES AND PROCEDURES.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

SKILL IN THE USE OF DATA PROCESSING SYSTEMS AND OTHER MODERN OFFICE EQUIPMENT AND MACHINES; SKILL IN MAKING ARITHMETIC COMPUTATIONS WITH SPEED AND ACCURACY; SKILL IN MAINTAINING RECORDS AND PREPARING REPORTS; SKILL IN ESTABLISHING AND MAINTAINING EFFECTIVE WORKING RELATIONSHIPS WITH EMPLOYEES, OTHER AGENCIES, AND THE PUBLIC; SKILL IN COMMUNICATING EFFECTIVELY VERBALLY AND IN WRITING; SKILL IN FOLLOWING WRITTEN AND VERBAL INSTRUCTIONS.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES REQUIRED:

TWO (2) YEARS OF GENERAL CLERICAL EXPERIENCE OR ANY COMBINATION OF EDUCATION, TRAINING, OR EXPERIENCE WHICH DEMONSTRATES THE ABILITY TO PERFORM THE DUTIES OF THE POSITION.

SPECIAL REQUIREMENTS: MINIMUM TYPING SPEED OF 50 WPM/DEMONSTRATED SKILLS PERFORMANCE TEST. SOME DEPARTMENTS MAY REQUIRE THE SUCCESSFUL COMPLETION OF A BACKGROUND CHECK, POLYGRAPH AND DRUG TEST PRIOR TO APPOINTMENT. MUST POSSESS AND MAINTAIN A VALID ARIZONA DRIVER'S LICENSE IF JOB REQUIRES.

EOE/AA/HANDICAPPED