

Greenlee County is accepting applications for a full time Administrative Assistant in the Superintendent of Schools Office in Clifton. Wage is based on experience starting at \$15.02 hourly, non-exempt. Minimum requirements: 1. High School Diploma or equivalent; 2. 3 years of general office experience or related experience; 3. Customer service experience; 4. Current application on file at the Board of Supervisors Office, P.O. Box 908, 253 5<sup>th</sup> Street, Clifton, AZ 85533, 928-865-2072, [www.greenlee.az.gov](http://www.greenlee.az.gov) Deadline for filing: Open till filled. It is the responsibility of the applicant to ensure their application is current. Please submit applications to [aadams@greenlee.az.gov](mailto:aadams@greenlee.az.gov).

**GREENLEE COUNTY**  
**CLASS CODE: Non-Exempt**  
**ADMINISTRATIVE ASSISTANT**  
(School Superintendent)

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**NATURE OF WORK**

Under the supervision of the Department Supervisor coordinates office services, budget preparation and control, and records control. Performs related duties as required.

**TYPICAL DUTIES**

Assists financial and grant reporting; maintains complex financial records by posting, reconciling, analyzing and adjusting ledgers and journals; prepares payroll and accompanying reports, accounts payable; prepares authorized payments; researches problems and answers questions regarding accounting procedures of documentation; performs extensive computer data entry. Coordinates collection and preparation of operating reports. Prepares personnel forms, may direct services such as maintenance, repair, supplies, mail and files. Prepares financial statements for federal, state, Board of Supervisors and expenditure reports for Department Supervisor.

**QUALIFICATIONS**

Valid Arizona driver's license. Prior experience with customer service, typing, 10-key, basic accounting skills and proficiency in the operation of a personal computer to include Microsoft applications. Courtesy expected in dealing with all customers, other county departments and co-workers. Job requires professional, efficient interaction in serving the public.

Education, Training and Experience: A high school diploma or GED. A minimum of three years of experience in general office procedures and accounting clerk work or any closely related field or equivalent combination of education, training and experience.

Desirable Knowledge, Abilities and Skills: Considerable knowledge of current acceptable accounting principles and practices; laws and ordinances governing County finances; data entry and verification procedures. Considerable ability to cross train in other positions as necessary; establish and maintain effective working relationships with co-workers, other agencies; prepare clear and concise reports. Ability to communicate well orally and in writing. Considerable skill in operation of computer programs; research and verification of information.

**SPECIAL QUALIFICATIONS**

Knowledge in payroll, accounts payable, Visions operating system.