

Greenlee County is looking for a Clerk I to work in the Board of Supervisors Office. Your wage will depend on your experience but pay begins at \$12.00 an hour. This is a non-exempt position. Our minimum requirements are: 1) High School diploma 2) Valid Driver License 3) Experience with Microsoft Office.

You can review the official job description on the Greenlee County website at greenlee.az.gov. Scroll down to the bottom of the home page, click on "Employment Opportunities" and look for the Board Of Supervisors Clerk I listing. You can also get a copy of the job description from the Board of Supervisor's office by calling (928) 865-2072 or at the address below.

We are kind of old fashioned and require that you complete an official application which can be filled out online here: <https://greenlee.az.gov/pdf/employment-opportunities/employmentapp.pdf> Applications through Facebook must be accompanied by the Greenlee County application as well. You can also get a paper copy of the application at the Greenlee County Board of Supervisors Office 253 5th Street, P O Box 908, Clifton, AZ 85533.

Please include with your application a resume, cover letter, references and any other information you believe will convince us that you are the person we are looking for. Please email your application packet to nestrada-lopez@greenlee.az.gov or you can hand deliver or mail it to the address above. We will keep this position open until March 31, 2020.

GREENLEE COUNTY
CLASS CODE: Non-Exempt
BOARD OF SUPERVISORS CLERK I

NATURE OF WORK

Performs clerical and general office work of moderate difficulty. Performs related duties as assigned.

TYPICAL DUTIES

- Answer phones
- Greet/Assist the public
- Perform basic bookkeeping duties
- Handle travel arrangements and expense reports
- Schedule meetings and conference rooms
- Perform data entry
- Restock Supplies
- Take complaints
- Answer questions
- Gather Information
- Keep records
- Type reports
- Transcriptions
- Record and prepare invoices for payment
- Filing

REQUIRED KNOWLEDGE AND SKILLS

- Strong Computer skills and working knowledge of Microsoft Office
- Time management and organizational skills
- Attention to detail
- Ability to type 45-60 WPM.
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with co-workers and the general public
- Ability to cross train when necessary

QUALIFICATIONS

- Valid Arizona drivers license.
- High School diploma