

GREENLEE COUNTY

CLASS CODE: Non-Exempt

CLERK II- HEALTH DEPARTMENT

NATURE OF WORK

Performs complex clerical and office work. Performs other related duties as required.

TYPICAL DUTIES

May assign tasks to co-workers; work independently; compile data and prepare statistical and narrative reports; difficult public contact work; keep account records; proofs, checks and codes documents; prepare for meetings and process results for one or more departments; performs word processing and data processing.

QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience equivalent to graduation from high school and four years general clerical experience or two years as a Clerk I for Greenlee County.

Desirable Knowledge, Abilities and Skills: Considerable knowledge of standard office practices and procedures; accurate English grammar and spelling. Ability to work independently; communicate effectively orally and in writing; establish and maintain effective working relationships with co-workers and the general public; cross train in other positions as necessary. Skill in organization and development of office procedures; operation of computer and word processing equipment; some skill in training other employees.

SPECIAL QUALIFICATIONS

Valid Arizona drivers license. Typing speed of 55 accurate words per minute.