

Greenlee County is currently accepting applications for part-time Justice Court Clerk in the Justice of the Peace Office, District 1. Salary \$12.38 per hour. Minimum requirements: 1. High School Graduate or equivalent; 2. Two years general clerical experience; 3. Good knowledge of office practices/procedures; basic computer knowledge and use of office machines desirable; 4. Current employment application on file at the Greenlee County Board of Supervisors Office. Applications are available at the Board of Supervisors Office, 253 5th Street, P O Box 908, Clifton, AZ 85533, 928-865-2072, www.co.greenlee.az.us. Deadline for filing: Open until filled. It is the responsibility of the applicant to ensure their application is current.

GREENLEE COUNTY

CLASS CODE: Non-Exempt

JUSTICE COURT CLERK (Part-Time)

NATURE OF WORK

Under supervision of the Department Head performs tasks of considerable difficulty in accounting, data entry and quality control. Performs related duties as required.

TYPICAL DUTIES

Maintains complex financial records by posting, reconciling, analyzing and adjusting ledgers and journals; prepares payroll and accompanying reports; authorizes payments; researches problems and answers questions regarding accounting procedures of documentation; operates computer terminal and performs extensive computer data entry. May supervise subordinates.

QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience equivalent to Associates of Arts Degree from an accredited college or university including hours in data processing plus five years of progressively responsible work experience in accounting or four years experience in County Government or related field required.

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. Knowledge of current acceptable supervision practices and principles. Considerable ability to cross train in other positions as necessary; establish and maintain effective working relationships with co-workers, other agencies and the general public; prepare clear and concise reports. Ability to communicate well orally and in writing. Considerable skill in operation of data processing terminals; research and verification of information.

SPECIAL QUALIFICATIONS

Valid Arizona drivers license. Typing speed of 35 accurate words per minute.