

Greenlee County is accepting applications for a full time Justice Court Clerk in the Justice of the Peace District #1 Office in Clifton. \$12.98 hourly, non-exempt. Minimum requirements: 1. A.A. Degree or equivalent; 2. Accounting experience; 3. Advanced Word & Excel skills a must; 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.

# GREENLEE COUNTY

CLASS CODE: Non-Exempt

## JUSTICE COURT CLERK

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### 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.

# GREENLEE COUNTY

CLASS CODE:

## IT Help Desk Technician

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### NATURE OF WORK

Under general supervision and serving as the first point of contact; responsible for providing technical assistance and support related to computer systems, hardware, software or printers.

### TYPICAL DUTIES

Responds to a variety of problems, determines the source of problems with hardware, software or printers and implements solution or escalates to team.

### QUALIFICATIONS

#### Education, Training and Experience:

- 1 - 3 years of desktop support experience
- Experience working with information systems, telecommunications, software applications and testing, hardware repair
- Experience working with users defining problems and solutions
- Ability to analyze and solve problems as well as document solutions
- Ability to communicate effectively, coordinate multiple duties simultaneously and be able to independently solve IT related issues
- Ability to consistently learn and be part of on-going quality improvement process

Desirable Knowledge, Abilities and Skills: Good knowledge of the application, capabilities, and operating principles of personal computer software and hardware, personal computer operating systems, computer problems and malfunctions, operating principles and applications including word processing, spreadsheets. Establish and maintain effective working relationships with co-workers, other agencies and the general public; good knowledge of standard office practices and procedures; communicate well orally and in writing; follow written and verbal instructions.

### SPECIAL QUALIFICATIONS

Valid Arizona driver's license.