

TECHNICAL CLERK II

NATURE OF WORK

Performs advanced clerical work, while applying technical knowledge of procedures and regulations specific to a County Office; performs other duties as required.

TYPICAL DUTIES

Animal Control: Prepares for the proper care and feeding of shelter animals, maintains facility records, including kennel cards, euthanasia log, schedules clinics for spay/neuter services, veterinarians and rabies vaccination, assists with the facilitation of adoptions, updates website, receives money, balances cash drawer and assists in maintaining the shelter building and grounds.

Assessor: Prepares and researches legal instruments, exemptions, property freezes, and tax roll changes; performs a variety of computations; performs data entry work related to assessments and appeals for property, mobile home and business personal property, accesses the ADOT inquiry system; prepares affidavit of affixtures; completes installation permits, 504 moving permits, working closely with MVD; processes property ownership transfers; works with special districts and taxing authorities.

Board Office: Prepares and processes demands for payment; reconciles financial accounts; maintains vendor files; determines if submitted or proposed expenses are in accordance with approved budgets and County procurement policy; submits revenues for deposit; prepares annual 1099 forms; answers the phone and other inquiries with regard to services and functions; performs other duties as assigned.

Clerk of the Court's Office: Performs duties in support of the Arizona Court Automation Project, in addition to performing a variety of clerical and legal clerical duties.

Health Department: Accomplishes receptionist duties, fielding inquiries with regard to services and functions; performs intake and eligibility, as well as a variety of secretarial, data entry, recordkeeping and orientation duties related to department programs which may include Immunizations, Vital Records, Fiduciary Services, Public Health Emergency Services, and Tobacco Education, etc.

Information Technology: Installs both new and existing computer systems, including requisite cables and necessary software; performs minor hardware repairs and assists in maintaining and supplying computer components; requires one year prior experience in computer service or maintenance.

Recorder's Office: Performs various election and voter registration duties; assists the public; scans records; examines and proof reads deeds, mortgages, abstracts, and other instruments to determine legibility and adherence to requirements; prepares billings.

School Superintendent Office: Performs a variety of secretarial duties related to departmental operations and school finance, including computerized accounting, reconciling accounts, and answering inquiries with regard to services and functions. Provides support for all professional activities provided by the School Office.

Treasurer's Office: Collects property taxes; processes notices, prepares deposits and disbursements of funds; reconciles accounts; assists in counter work providing services to the general public.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of department organization, operations, regulations, and procedures; ability to type and operate computer equipment and related software; ability to maintain department records; ability to establish and maintain effective working relationships with other staff and the general public.

MINIMUM QUALIFICATIONS High school diploma or GED and two years of experience as a Technical Clerk I or an equivalent position; familiarity with computerized accounting systems; Postsecondary education in clerical skills may be substituted for one year of the required experience.