

# PIMA COUNTY

## OPEN AND COMPETITIVE RECRUITMENT

Dial-A-Job for weekly openings (520) 724-3530 Web Site: [www.pima.gov/hr](http://www.pima.gov/hr)  
**RESUMES ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION**

Applications, supplemental forms and job descriptions are available in the Human Resources Department at 150 W. Congress, 4<sup>th</sup> floor, Tucson, Arizona 85701 and on our website: [www.pima.gov/hr](http://www.pima.gov/hr).

### ADMINISTRATIVE SPECIALIST – SENIOR - 1814

**OPENING: APRIL 25, 2014**

**CLOSING: MAY 9, 2014, 5:00 P.M.**

**Grade: 42 Minimum Annual Starting Salary: \$39,062**

This position is exempt from payment of overtime under the Fair Labor Standards Act.

**Minimum Qualifications:** A Bachelor's Degree from an accredited college or university with a major in public administration, business administration, management, or a closely related field and two years of professional experience in public or business administration. (Relevant professional experience may substitute for the aforementioned education.) **OR** Three years with Pima County as an Administrative Specialist or closely related professional administrative classification.

**Preferred Qualifications:**

1. Experience as a personnel representative (recruitment, benefits, interviewing, maintenance of confidential files, personnel policies and procedures).
2. Experience in payroll and time sheet processing.
3. Experience in accounts payable, procurement and contracts monitoring.

This position is in the Recorder's Office.

**HOW TO APPLY:**

- By the closing date and unless otherwise notified, submit an official Pima County Application, for each classification of interest, to Human Resources Department.
- Resumes are only accepted with applications for grades 35 and higher unless otherwise stated.

**Application Submission:** Applications determined qualified for the classification applied for will be placed in a file of eligible applicants for six months from the date of application submission, unless otherwise notified. Applicants may be required to furnish, at their own expense, documentary proof of formal education, certification, registration, license, membership in an association or any other proof of competency as required in the official classification description or announcement.

**NOTE TO PIMA COUNTY EMPLOYEES:** Failure to pass probation may result in layoff.

Pima County provides equal access and equal opportunity in employment and services and does not discriminate.