

# PIMA COUNTY OPEN FOR CONTINUOUS RECRUITMENT OPEN TO THE PUBLIC

RESUMÉS ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION.

## HOW TO APPLY:

- Applicants must file a separate Pima County Application Form/Supplement for each classification of interest with Pima County Human Resources Department.
- To be considered, the application must be received not later than the closing date.
- RESUMÉS ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION unless stated.
- Resumés may be attached to the completed application only for grades 35 and above.
- Applications supplemental forms and class specifications are available at the Pima County Human Resources Department, 150 W. Congress, 4th Floor, Tucson, Arizona 85701.

Applications determined qualified for the classification(s) for which applied, will remain in the active file for potential referral for six months unless otherwise notified. Applicants are requested to furnish, at their own expense, documentary proof of formal education e.g. course work or degree(s), certification, registration, license, membership in association or any other proof of competency, only if required in the official classification description or announcement. Appointed eligible applicants will also be required to document citizenship or present authorization to work in the U.S. prior to starting employment.

**Last Update: 10/30/09**

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## LEGAL OFFICE SUPPORT SPECIALIST

**Class Code 1181**

**Grade: P2**

**Starting Salary: \$13.36 DOE**

**MINIMUM QUALIFICATIONS:** Successful completion of course work in legal terminology or office procedures from an accredited school and two years of clerical experience involving the preparation and processing of legal documents or providing legal clerical support to an attorney. **OR** One year of experience with Pima County as a Processing Clerk or Legal Transcriber in a law enforcement, criminal justice or court system.

**Duties:** Performs a variety of legal secretarial or specialized legal clerical tasks in direct support of a legal function. Requires a distinct knowledge of legal procedures, time constraints, documentation, and makes independent decision regarding the preparation and handling of routine legal documents.

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## LEGAL ASSISTANT

**Class Code 1184**

**Grade: P3**

**Starting Salary: \$15.55 DOE**

**MINIMUM QUALIFICATION:** An Associate's Degree or a certificate of completion from an accredited college or technical school as a Legal Assistant or Paralegal. **OR** Two years of experience in a legal setting under direction of an attorney involving specifically-delegated legal work coordinating and analyzing case information in a manner consistent with legal assistant duties.

**DUTIES:** Performs paraprofessional legal work assisting lawyers in case preparation and the coordination of case activities from initial assignments to their conclusion.

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# ATTORNEY

Class Code 3115

Grade: R1

Starting Salary: \$27.40 DOE

**MINIMUM QUALIFICATIONS:** Graduation from an American Bar Association (ABA) accredited school of law.

**LICENSES AND CERTIFICATES:** Admission to the Arizona State Bar at time of appointment. Minimum qualifications may vary based upon the needs of the hiring department.

**DUTIES:** Performs work ranging from routine to considerable difficulty coordinating and conducting professional legal work; and may specialize in one or more areas of specialized law; may supervise assigned personnel. Prosecutes or defends a variety of criminal cases in Justice Court, Juvenile Court, Superior Court and Appellate Courts. Represents County departments in civil litigation and administrative matters.

**SUPPLEMENTAL APPLICATION IS REQUIRED WITH COMPLETED APPLICATION AND IS AVAILABLE ONLINE.**

Available at Human Resources, 150 W Congress, 4th floor of the Health & Welfare Building.

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## LEGAL SECRETARY - COUNTY ATTORNEY

Class Code 3143

Grade: P2

Starting Salary: \$13.36 DOE

**MINIMUM QUALIFICATIONS:** An associates degree or a certificate of completion from an accredited college or technical school as a Legal Secretary. **OR** Successful completion of course work in legal terminology or legal office procedures from an accredited school and one year of legal clerical experience involving the preparation and processing of legal documents or providing legal clerical support to an attorney. (Relevant education may be substituted for a portion of the aforementioned experience.) (Relevant experience may be substituted for the aforementioned education.)

**DUTIES:** In direct support of legal functions and performs a variety of specialized legal secretarial tasks which require distinct knowledge of legal procedures, documentation and legal time constraints, and make independent decisions regarding the processing of legal documents. This classification has primary responsibility for completion of assigned tasks and functions by an attorney or paralegal.

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## PARALEGAL - COUNTY ATTORNEY

Class Code 3145

Grade: P3

Starting Salary: \$15.55 DOE

**MINIMUM QUALIFICATION:** An associates degree from an accredited college as a Legal Assistant. **OR** An associate's, bachelor's or Juris doctorate degree from an accredited college or university in a related field such as law, business, legal secretary, criminal justice, political science, interdisciplinary studies, regional development, communications and a Legal Assistant Certificate or 1 year of experience working in a legal setting. **OR** A Legal Assistant Certificate or Certified Legal Assistant status and 2 years of experience working in a legal setting.

**DUTIES:** Performs paraprofessional legal work assisting attorneys in case preparation. Work ranges from handling routine assignments to autonomous decision making in coordinating, processing and monitoring complex and specialized legal casework.

**SUPPLEMENTAL APPLICATION IS REQUIRED WITH COMPLETED APPLICATION AND IS AVAILABLE ONLINE.**

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# CIVIL ENGINEER

Class Code 2314

Grade: E3

Starting Salary: \$26.96 -\$40.69 DOQ

**MINIMUM QUALIFICATION:** Registration in any state as a professional Civil Engineer.

**LICENSES AND CERTIFICATES:** Registration in the State of Arizona as a Professional Engineer is required within one year from date of appointment.

**DUTIES:** Supervises, within the limits imposed by registration or certification, civil engineering planning, design and construction and performs complex professional civil engineering work.

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# CERTIFIED NURSING ASSISTANT

Class Code 4111

Grade: M1

Starting Salary: \$12.12

**MINIMUM QUALIFICATIONS:** Current certification as a Nursing Assistant by the Arizona Board of Nursing.

**LICENSES AND CERTIFICATE:** Current certification as a Nursing Assistant by the Arizona Board of Nursing and CPR certification (health care provider level) from an accredited certifying body is required at the time of appointment. Maintaining current certification as both a Nursing Assistant and in CPR is required as a condition of employment. Failure to maintain such certification may be grounds for termination. Some positions may require possession of a valid Class D Arizona Driver's License at the time of appointment or prior to end of initial/promotion probation.

**PHYSICAL / SENSORY REQUIREMENTS:** All positions within this classification are required to move and manipulate patients and/or equipment of various weights and sizes, or stand for extended periods of time. Specific physical and sensory abilities will be determined by position.

**SPECIAL NOTICE ITEM:** Department of Labor regulation CFR Part 1910.1030 requires notification that positions within this classification may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided

**DUTIES:** Provides basic nursing services in bedside care and clinic situations under the supervision of a licensed health care professional. Assists licensed health care professionals in performing various treatments including physical and social therapy programs such as moving and positioning patients; performs capillary finger punctures and records results in patient's medical records; answers signal lights or intercom systems to determine patient needs; assists patients with activities of daily living as described in the care plan such as bathing, dressing and giving lotion rubs; and performs basic hygiene and skin care for patients such as shaving, combing hair, brushing teeth and trimming nails.

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# LICENSED PRACTICAL NURSE

Class Code 4131

Grade: 24

Starting Salary: \$15.06 DOQ

**MINIMUM QUALIFICATION:** Licensed to practice as a Licensed Practical Nurse in the State of Arizona.

**PHYSICAL / SENSORY REQUIREMENT:** The ability to independently and routinely lift and maneuver patients and equipment of various weights and sizes for distances or periods of time according to prescribed procedures. Other physical and sensory requirements will be determined by position.

**SPECIAL NOTICE ITEM:** Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to communicable diseases. Hepatitis B vaccine will be provided.

**DUTIES:** Provides licensed practical nursing services to patients under the direction of a health care professional; provides prescribed medical treatments and personal care services to patients; administers specified medications (excluding IV medication), immunization and treatments as directed by a health care professional ensuring to note time and amount in medical charts; assists Registered Nurses and physicians in performing physical examinations and other assignments; takes, monitors and records vital signs; dresses and changes dressings on wounds and administers standard medical tests; monitors patients on ventilation equipment, and performs routine tracheotomy care of patients off ventilation equipment; observes patient behavior and progress and reports adverse reactions to medication or treatments to health care professional; and maintains records such as medication, patient history, treatment and accountable drug records, and writes reports.

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# PUBLIC HEALTH NURSE

Class Code 4143

Grade: M2

Starting Salary: \$13.64-\$32.82 DOQ

**MINIMUM QUALIFICATION:** A Bachelor of Science degree in Nursing (B.S.N.) From a nationally accredited college or university.

**LICENSES AND CERTIFICATES:** Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona is required at the time of appointment, and must be maintained as a condition of employment. Failure to maintain a current nursing license may be grounds for termination. All positions require a current Arizona Class D vehicle driver's license at the time of appointment; failure to maintain a current driver's license may be grounds for termination, due to need for continuing field work.

**SPECIAL NOTICE ITEMS:** Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. TB screening, Hepatitis B vaccine, and individual safety training and equipment will be provided. Some positions may require bi-lingual abilities, in English and a second language, as determined by the Health Department.

**SUMMARY:** This classification performs Public Health nursing work in a specific population-focused geographical area. The focus of this classification is the practice of promoting and protecting the health of client populations using knowledge from nursing, social and public health disciplines. This classification is distinguished from other Patient Care Services and nursing classifications by its primary focus on the prevention of illness, injury and disability and the promotion and maintenance of health of client populations, rather than direct patient care.

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## PATIENT CARE SERVICES - LEVEL I I

Class Code 4146

Grade: M2

Starting Salary: \$18.90 DOQ

**MINIMUM QUALIFICATION:** Graduation from an approved school of nursing.

**SPECIAL REQUIREMENT:** Certain positions or functional assignments within this category require a bachelor's degree from an accredited college or university with a major in Nursing and/or varying levels and degree of directly related experience consistent with the duties and responsibilities of the position.

**LICENSES AND CERTIFICATE:** Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona.

**SPECIAL NOTICE ITEM:** Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

**DUTIES:** Performs professional patient care services of a commensurate degree of difficulty; administers general nursing care to patients in an assigned area including hospitals, clinics and home; gives medications and treatments under physician's orders; reviews medical claims for appropriateness of charges relating to care and payment; observes, records and reports patient's reactions, responses and general condition; conduct utilization reviews and/or quality assurance surveys and prepares related reports.

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## PATIENT CARE SERVICES - LEVEL I I I

Class Code 4147

Grade: M3

Starting Salary: \$17.05-\$37.18 DOQ

**MINIMUM QUALIFICATIONS:** Graduation from an approved school of nursing.

**SPECIAL REQUIREMENT:** Certain positions or functional assignments within this category require a bachelor's degree in Nursing and/or varying levels and degree of directly related experience consistent with the duties and responsibilities of the position.

**LICENSES AND CERTIFICATES:** Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona.

**SPECIAL NOTICE ITEM:** Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

**DUTIES:** Performs professional patient care services of a commensurate degree of difficulty; manages or supervises operations of a specialized patient-care function or unit; supervises, trains and evaluates assigned professional and support personnel; analyzes the breadth of program needs and assigns personnel resources for maximum effectiveness; coordinates, conducts and manages utilization review, including prior authorization and quality of care surveys in health care facilities.

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# LIBRARY PROGRAM INSTRUCTOR (AFTER SCHOOL HOMEWORK HELP - HOMEWORK TUTOR)

Class Code 6103HT

Grade: ML

Minimum Hourly Starting Salary: \$12.79 (Current enrollment for Bachelors degree)  
\$16.32 (Bachelors degree) \$19.86 (Masters Degree)

**Minimum Qualifications - Homework Tutor:** Either a Bachelor's or Master's degree from an accredited college or university in any discipline. **Applicants must be 18 years of age or older.**

**Preferred Qualifications:** Preference given to candidates with experience/background in Math and Spanish. Demonstrated understanding of basic teaching principles either through formal education in the field of education or experience working as a tutor.

**Homework Help:** Shifts are 2-3 hours each between the hours of 3:00 pm & 8:00 pm Monday – Thursday or between 1:00 pm & 5:00 pm Saturday & Sunday. A typical schedule involves 1 - 4 shifts per week.

There are **multiple, variable time, temporary, intermittent** positions in the Pima County Library Department.

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

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