

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: 11/13/09

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.

LEGAL SECRETARY

Class Code 3143

Grade: P2

Starting Salary: \$13.36 DOE

MINIMUM QUALIFICATIONS: An Associate's 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. (Additional relevant education from an accredited college or technical school and/or experience may be substituted)

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.

PARALEGAL

Class Code 3145

Grade: P3

Starting Salary: \$15.55 DOE

MINIMUM QUALIFICATION: An Associates degree from an accredited college as a Paralegal or Legal Assistant. **OR** A certificate of completion in Paralegal or Legal Assistant studies from an American Bar Association (ABA) approved program at an accredited college or university. **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 1 year of experience working in a legal setting, under direction of an attorney, performing functions consistent with paralegal or legal assistant duties.

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.

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.

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.

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.

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.

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.

PATIENT CARE SERVICES - LEVEL III

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.

LIBRARY PROGRAM INSTRUCTOR – 6103 HT (AFTER SCHOOL HOMEWORK HELP - HOMEWORK TUTOR)

OPENING: JULY 16, 2008
(REVISED OCTOBER 1, 2009)
OPEN CONTINUOUS

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. **OR** Current enrollment in an accredited college or university. **Current transcripts required at time of application. 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 **8 variable time, temporary, intermittent** positions in the Pima County Library Department.

INSTRUCTIONS FOR LIBRARY PROGRAM INSTRUCTOR POSITION (HOMEWORK TUTOR)

How do I apply for Library Program Instructor – Homework Tutor?

Apply at the Joel D. Valdez Main Library, 101 N. Stone Avenue 4th floor. Complete a Pima County **Application** and a **SUPPLEMENTAL QUESTIONNAIRE – 6103 Library Program Instructor Homework Tutor** (reverse side). Submit the application and supplemental questionnaire and the Library personnel (if available) will provide you with a brief interview and give you specific information about the library's hours of operation and the hours/days you would be required to work in the position. (Interview may be at a later date).

What is the procedure for completing the Pima County application?

Type or print in black or blue ink. If your address/phone information changes, it is your responsibility to contact us – Pima County Human Resources 740-8085. The selection process is based (in part) on this application, therefore make it as complete as possible. **We do not accept "see resume" on the application and we do not accept a resume' in lieu of the completed application.** Describe your most recent or current job first and then work back as far as necessary to cover your experience relevant to this recruitment. Failure to submit a truthful and complete application may constitute fraud in securing an appointment, which is cause for disciplinary action, including dismissal. Arizona Revised Statutes and the Pima County Merit System Rules provide preference points for Native Americans, disabled persons and veterans. In order to take advantage of the selection preferences, you are required to submit the Request for Award of Preference Points form. Native Americans require a copy of the tribal affiliation card; Veterans require a copy of the DD 214 showing length of service and character of discharge. If you require ADA accommodation for a position you are applying for, please contact Pima County Employment Rights at 740-2728. All applicants are requested to voluntarily complete the disclosure part of the form used for federal reporting purposes (not a part of the selection process).

What happens after I take the brief interview?

Your completed application will be sent to the Pima County Human Resources office where your information will be entered into our Human Resources computer tracking system. Applications will be screened for the Minimum Qualifications. Applicants that meet the minimum qualifications will have their applications placed in an active file of eligible applicants. (Applications remain active for six months from the date of submission.) Applicants that have scored high enough on the interview will be processed for hiring as needed.

**SUPPLEMENTAL QUESTIONNAIRE – 6103 Library Program Instructor Homework Tutor
Apply at the Joel D. Valdez Main Library, 101 N. Stone Avenue 4th floor.**

Name: _____

<p>Are you fluent in Spanish? Yes No</p> <p>Please circle the sites at which you are available to work:</p> <p>Arivaca Community Center 16012 W. Universal Ranch Road, Arivaca</p> <p>Canyon del Oro High School 25 W. Calle Concordia, Oro Valley</p> <p>Caviglia-Arivaca Branch Library 17050 W. Arivaca Road, Arivaca</p> <p>Columbus Branch Library 4350 E. 22nd Street</p> <p>Coyote Trail Elementary School 8000 N. Silverbell Road</p> <p>Craycroft Elementary School 5455 E. Littleton Road</p> <p>El Pueblo Branch Library 101 W. Irvington Road</p> <p>El Rio Branch Library 1390 W. Speedway Blvd.</p> <p>Flowing Wells Branch Library 1730 W. Wetmore Road</p> <p>Geasa-Marana Branch Library 13370 N. Lon Adams Road, Marana</p> <p>Himmel Park Branch Library 1035 N. Treat Avenue</p> <p>Holmes Tuttle Boys & Girls Club 2585 E. 36th Street</p> <p>Joel D. Valdez Main Library 2nd floor Teen Room 101 N. Stone Avenue</p> <p>Joyner-Green Valley Branch Library 601 N. La Canada Drive, Green Valley</p>	<p>Juvenile Detention Center 2225 E. Ajo Way</p> <p>Kirk-Bear Canyon Branch Library 8959 E. Tanque Verde Road</p> <p>Martha Cooper Branch Library and Learning Center 1377 N. Catalina Avenue</p> <p>Miller-Golf Links Branch Library 9640 E. Golf Links Road</p> <p>Mission Branch Library 3770 S. Mission Road</p> <p>Murphy-Wilmot Branch Library 530 N. Wilmot Road</p> <p>Nanini Branch Library 7300 N. Shannon Road</p> <p>Quincie Douglas Branch Library 1585 E. 36th Street</p> <p>Roy Drachman Boys & Girls Club 5901 S. Santa Clara Avenue</p> <p>Sahuarita Middle School 350 W. Sahuarita Road, Sahuarita</p> <p>Santa Rosa Learning Center Library 1075 S. 10th Avenue</p> <p>Southwest Branch Library 6855 S. Mark Road</p> <p>Valencia Branch Library 202 W. Valencia Road</p> <p>Wheeler Taft Abbett, Sr. Branch Library 7800 N. Schisler Dr.</p> <p>Woods Memorial Library 3455 N. First Avenue</p>
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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 promotional probation may result in layoff.
Pima County provides equal access and equal opportunity in employment and services and does not discriminate.

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