

# PIMA COUNTY JOB LISTINGS

## OPEN TO PIMA COUNTY EMPLOYEES ONLY

These positions are offered to Pima County employees as a promotional opportunity in accordance with the Pima County Merit System Rules. These positions are not open to the public.

### HOW TO APPLY:

- Applicants must file a separate Pima County Application Form/Supplement for each classification of interest with Pima County Human Resources.
- To be considered, the application must be received no later than the closing date at 5:00 p.m.
- 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 or on our website at [www.pima.gov/hr](http://www.pima.gov/hr).

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.

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Last updated 3/12/10

4:30 p.m.

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## FINANCE ACCOUNTANT SUPERVISOR-FINANCE DEPT-DETAIL – 1386 D (PAYROLL SUPERVISOR)

OPENING: MARCH 12, 2010

CLOSING: MARCH 19, 2010, 5:00 P.M.

Grade: 64 Minimum Hourly Starting Salary: \$30.24

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in finance, accounting or a related field and three years of professional accounting or auditing experience plus two years of lead or supervisory experience (which may be concurrent with the required professional accounting experience.) [A Master's degree from an accredited college or university or CPA designation may substitute for one year of the required professional accounting experience.]

Pursuant to Pima County Merit System Rule 8.6 B: An employee is eligible for detail into a non-tested classification only if that employee meets the minimum qualifications of the classification upon detailing or upon completion of the detail assignment. An employee is eligible for detail into a tested classification only if s/he meets the minimum test scores prior to beginning the detail assignment. Temporary and intermittent employees and employees in trainee status are not eligible to serve detail assignments. AND Rule 8.6 C: A detail assignment may be ended by the Appointing Authority at any time, at which point the employee will be returned to her/his regularly assigned position and salary. An employee whose detail assignment has ended shall have no right of appeal.

### Preferred Qualifications:

1. Three years experience with quarterly tax filings and W2's.
2. Three years experience with tax liens, garnishments, and child support payments.

This position is in the Financial Operations-Payroll Division of the Finance and Risk Management Department.

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# FINANCE ACCOUNTANT SUPERVISOR-FINANCE DEPT-DETAIL – 1386 D (DEPARTMENTAL ANALYSIS)

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 P.M.**

**Grade: 64 Minimum Hourly Starting Salary: \$30.24**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in finance, accounting or a related field and three years of professional accounting or auditing experience plus two years of lead or supervisory experience (which may be concurrent with the required professional accounting experience.) [A Master's degree from an accredited college or university or CPA designation may substitute for one year of the required professional accounting experience.]

Pursuant to Pima County Merit System Rule 8.6 B: An employee is eligible for detail into a non-tested classification only if that employee meets the minimum qualifications of the classification upon detailing or upon completion of the detail assignment. An employee is eligible for detail into a tested classification only if s/he meets the minimum test scores prior to beginning the detail assignment. Temporary and intermittent employees and employees in trainee status are not eligible to serve detail assignments. AND Rule 8.6 C: A detail assignment may be ended by the Appointing Authority at any time, at which point the employee will be returned to her/his regularly assigned position and salary. An employee whose detail assignment has ended shall have no right of appeal.

**Preferred Qualifications:**

1. Supervisory and broad accounting experience with an emphasis on analytical skills.
2. Experience working with senior county staff and department directors.
3. Experience using FMS, XPTR and FPS.

This position is in the Departmental Analysis Division of the Finance and Risk Management Department.

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## ASSESSOR'S OFFICE EMPLOYEES ONLY

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### PROPERTY APPRAISER – 2532 D (DETAIL)

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 P.M.**

**Grade: 33 Minimum Hourly Starting Salary: \$15.07**

**Minimum Qualifications:** Two years of experience in construction, real estate sales and/or property appraisal. (Acceptable real estate experience is that which included establishing value through research of sales of comparable properties. Acceptable construction experience includes estimating, obtaining building permits, reading blueprints.) **OR** One year of experience with Pima County as an Appraisal Support Specialist or two years experience with Pima County as a Property Appraisal Aide.

Pursuant to Pima County Merit System Rule 8.6 B: An employee is eligible for detail into a non-tested classification only if that employee meets the minimum qualifications of the classification upon detailing or upon completion of the detail assignment. An employee is eligible for detail into a tested classification only if s/he meets the minimum test scores prior to beginning the detail assignment. Temporary and intermittent employees and employees in trainee status are not eligible to serve detail assignments. AND Rule 8.6 C: A detail assignment may be ended by the Appointing Authority at any time, at which point the employee will be returned to her/his regularly assigned position and salary. An employee whose detail assignment has ended shall have no right of appeal.

**Licenses and Certificates:** Within one year of hire must complete the Arizona Department of Revenue Level I Basic Certification courses to qualify for Appraisal or Assessor Certification issued or recognized by the State of Arizona Department of Revenue (ARS 42-13006).

This position is in the Real Property Division of the Assessor's Office.

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# PROPERTY APPRAISAL MANAGER – 2535

**OPENING: MARCH 12, 2010**

**CLOSING: MARCH 26, 2010, 5:00 P.M.**

**Grade: 60 Minimum Annual Starting Salary: \$57,174**

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in regional development, real estate, civil engineering, architecture, business administration, accounting, or finance and six years of experience in either property appraisal, regional development, construction or real estate, two years of which was in a lead or supervisory capacity. (Additional professional-level experience in the above-cited areas may be substituted for the aforementioned education from an accredited college or university on a year-for-year basis) (A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of general experience) (Lead or supervisory experience may be concurrent with general experience) (Acceptable real estate experience is that which included establishing property value through research of sales of comparable properties and acceptable construction experience includes estimating, obtaining building permits, reading blueprints) **OR** Two years of experience with Pima County as a Property Appraisal Supervisor.

**Licenses and Certificates:** Within one year of hire must obtain and maintain the Arizona Department of Revenue Level II Appraisal or Assessor Certification (ARS 42-13006).

This position is in the Personal Property Division of the Assessor's Office.

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

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