



ARAPAHOE COUNTY

ARAPAHOE COUNTY
Department of Human Resources
5334 S. Prince Street
Littleton, CO 80120

<http://agency.governmentjobs.com/arapahoe/default.cfm>

Invites Applications for the Position of:

BUSINESS ASSOCIATE II

An Equal Opportunity Employer

SALARY

\$17.16 - \$25.73 Hourly

DEADLINE

Continuous

DESCRIPTION

Perform a variety of clerical, administrative, and basic accounting duties for the Open Spaces department.

DUTIES

- Answer a high volume of telephone calls for the Open Spaces department, including CSU Extension; route calls to the appropriate person.
- Manage the front desk, greeting and directing visitors.
- Provide administrative support to the Open Spaces director and managers, including copying, printing, scanning, collating, creating files, distributing information, and scheduling.
- Maintain inventory of office supplies; order office supplies as needed.
- Enter purchase orders, invoices, receipts, and journal entries into the County's accounting software system (SAP).
- Assist with computer software, systems, access to network, telephones, and tablets for staff, and provide assistance and support in working with County IT Department.
- Assist with new employee orientation including setting up desk, phone, cell phone, and computer, including identifying and arranging for access to appropriate software and systems, and coordinating badge and appropriate security.
- Manage calendars for department conference rooms.
- Other duties as assigned.

Skills, Abilities and Competencies:

- Knowledge of and proficiency in the use of personal computer equipment and software such as MS Word, Excel, PowerPoint, and Outlook.
- Ability to communicate effectively, both orally and in writing. Experienced in establishing and maintaining effective work relationships with department heads, professional peers, supervisors, other employees and the general public.
- Ability to take responsibility for all work activities and actions; acknowledges and learns from mistakes without blaming others; recognizes the impact of one's behavior on others.
- Organizes and prioritizes work activities so that work is completed thoroughly, accurately and efficiently. Excellent time management skills are required.
- High attention to detail.

Behavioral Competencies (these are required for all positions at ACG):

Accountability

Accessibility

Inclusivity

Integrity

REQUIREMENTS

Education and Experience:

- High school diploma or GED is required.
- One (1) year experience working in a clerical position.
- Any equivalent combination of education and work experience that satisfy the requirements of the job will be considered.

Preferred Education and Experience:

- Customer service experience.
- Knowledge of basic accounts payable practices.
- Must have excellent computer and typing skills

SUPPLEMENTAL INFORMATION

Pre-Employment Additional Requirements:

- Must successfully pass pre-employment testing, which may include an acceptable motor vehicle record (MVR) check and background check.

Post-Employment Requirements:

- Possession of a valid Class “R” Colorado Driver’s License or the ability to obtain one within two weeks of appointment.
- Certified notary or ability to get certified within three months of hire.

WORK ENVIRONMENT:

- Work is generally confined to a standard office environment. However, exposure to outdoor elements is necessary when participating in special department events.
- Work locations and facilities are subject to change based on business need.
- Hours are typically Monday through Friday, 8 a.m. to 4:30 p.m. May be required to work additional hours as business needs dictate. Start and/or end time may vary as business needs dictate.

PHYSICAL DEMANDS:

- Spends 90% of the time sitting and 10% of the time either standing or walking.
- Occasionally lifts, carries, pulls or pushes up to 20 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 20 lbs.
- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work-related equipment.

Below, please list any special physical demands associated with this position. For instance, exposure to hazardous environments, blood borne pathogens, extreme heat/cold, use of power equipment or machinery, wearing of PPE (personal protective equipment).

Definitions:

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

Toll Free Applicant Technical Support: If you experience technical difficulty with the NEOGOV system (i.e. uploading or attaching documents to your online application), call NEOGOV technical support at 855-524-5627. Helpful hints: if you are having difficulty uploading or attaching documents to your application, first, ensure your documents are PDF or Microsoft Word files, and second, close the document before you attempt uploading (attaching) it.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/arapahoe/default.cfm>

EXAM #05149
BUSINESS ASSOCIATE II
AS

COMPUTER ACCESS IS AVAILABLE AT:
5334 S. Prince Street,
Littleton, CO 80120

- * 1. Please choose the response that best describes your educational background.
 - High School Graduate or GED
 - Some College
 - Associate Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Please choose the answer that best describes your years of experience working in a clerical position.
 - No Experience
 - Less than 1 year of experience
 - 1 year to less than 2 years of experience
 - 2 years to less than 3 years of experience
 - 3 years to less than 4 years of experience
 - 4 or more years of experience
- * 3. Please describe your experience working in a clerical position.
- * 4. Please choose the best response that lists your customer service experience.
 - No experience
 - Less than 1 year of experience
 - 1 year to less than 2 years of experience
 - 2 years to less than 3 years of experience
 - 3 years to less than 4 years of experience
 - 4 or more years of experience
- * 5. Do you have knowledge of basic accounts payable practices?
 - Yes
 - No
- * 6. What best describes your typing and accuracy ability?
 - Beginner
 - Advanced
 - Expert
 - No experience
- * 7. Do you have a current, valid driver's license?
 - Yes
 - No
- * 8. Have you received eight or more points within the past twelve months or twelve or more points within the past twenty-four months against your driving record?
 - Yes
 - No
- * 9. How many moving traffic violations have you been cited for in the past two years?
 - Less than 3 violations
 - 3 or 4 violations
 - 5 or more violations
- * 10. In the past three years, have you had your driver's license revoked or suspended?
 - Yes
 - No
- * Required Question