

## TIME LIMITED-NON BENEFITTED POSITION

Utah County Department of Human Resources has the following position available:

### OFFICE SPECIALIST – HUMAN RESOURCES - #116000

**Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.**

**Salary: \$12.00 - \$14.00 per hour, based upon experience and education**

#### **JOB SUMMARY:**

The human resource assistant is responsible for the administrative support of day-to-day human resource operations. Provides first-contact customer service and performs a variety of clerical and office support duties to expedite day-to-day operations of the Utah County Office of Human Resources Management.

#### **DUTIES MAY INCLUDE:**

Answer phones for the HR Department. Receive, screen, and direct incoming phone calls for a multi-line phone system.

Assist visitors and callers by providing information and directing them in correct processes; provide initial response to questions, complaints, or problems following established communications and information sharing policies, practices, and procedures.

Accept applications for open positions, review the application packet for signatures, overall completeness, and required attachments such as transcripts, type tests, licenses, etc.

Maintain high standard of confidentiality of all employee records and information. Create and maintain County-wide employee personnel files ensuring proper filing of applications, personnel actions, benefit and payroll forms, etc.

Provide clerical and operational support to other human resource staff.

Assist with HR Projects, as assigned.

#### **QUALIFICATIONS MAY INCLUDE:**

- High school diploma or equivalent required
- Six months of office/clerical support experience
- Selected applicants are subject to, and must pass, a full background check

#### **CONTACT INFORMATION**

Individuals interested in the position must submit an official Utah County Government Application for Employment, and if applicable, college transcripts and/or diploma (internet printouts & photocopies are acceptable) to the Human Resource Office, **Karen Allen at 801-851-8159** or **Submit a Utah County Government application, which can be found online at [www.utahcounty.gov/jobs](http://www.utahcounty.gov/jobs)** to [humanresources@utahcounty.gov](mailto:humanresources@utahcounty.gov)