

TIME LIMITED – NON BENEFITTED POSITION

Utah County Clerk's Office has the following position available:

Time Limited Confidential Administrative Assistant – Clerk Auditor - #116248

Pay: \$12.00-15.00 hours, based on experience

Hours: One week of training at end of February, then on call to start anytime from March 1st to April 15th. Anticipated length of service will be for 8-12 weeks.

Monday-Friday 8:00-5:00, with one hour for lunch

Primary function may include: Serves as personal secretary to the County Clerk/Auditor; receives and returns phone calls and relays messages and other information on his/her behalf; arranges meetings and events and calendars appointments.

Coordinates with County departments, other governmental agencies, and the public in preparing and presenting official meeting agendas for public notice;
Sets up meeting rooms and operates transcription equipment to accurately record meetings; types minutes verbatim or edits and summarizes according to meeting type.

Numbers and logs County documents such as contracts, resolutions, ordinances, agreements etc. Attends and records closed meetings; takes and transcribes minutes; ensures confidentiality of information and safekeeping of associated records.

Successful candidate will have the following:

Knowledge of: proper grammar, spelling, and punctuation; general organization and functions of county government; county ordinances, state code and other laws and regulations pertaining to legal notices, execution of contracts, and record access and retention.

Skill in: reading, writing, and basic math; operating standard office equipment and various recording and transcription equipment; taking and transcribing minutes, word processing, and data entry.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; maintain confidentiality of sensitive records and information; create and maintain record keeping, filing systems, and other work processes.

Successful candidate will have the following:

High School Diploma or equivalent and five years of complex clerical or administrative support work experience including two years directly related to duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 60 WPM net. Selected applicants will be subject to a background check.

If you are interested in this job, please email a completed Utah County Job application to: bryant@utahcounty.gov or fax to 801-343-8232