

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: DEPUTY CLERK III
(May underfill as Deputy Clerk II-6242)

Posting # 6241-0814jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net.
- Supplemental Questionnaire

STARTING SALARY: 6241 - Step 20 \$14.44 per hour, \$1,155 Bi weekly plus benefits package
Step increase available after completing probation and annually thereafter.
6242 - Step 18 \$13.78 per hour, \$1,102 Bi weekly plus benefits package

AMENDED DATE: August 22, 2014

CLOSING DATE: *Open until filled

**All applications received by September 2, 2014 will be screened by the Personnel Office.*

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Performs a variety of clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk.

DUTIES INCLUDE: Deputy Clerk III: Works under general supervision from the Chief Deputy-County Clerk/Auditor in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others. Duties include the application process for marriage licenses and passports as well as elections and voter registration requirements.

EVALUATION AND SELECTION FACTORS INCLUDE: Deputy Clerk III:

Considerable Knowledge of: Clerk/Auditor Office Policies and Procedures and laws, codes, or regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

In addition to above listed Evaluation and Selection Factors- Knowledge, Skills and Abilities of Deputy Clerk I and II are expected for Deputy Clerk III. *For a complete job description refer to Utah County web site: www.utahcounty.gov*

REQUIREMENTS FOR EMPLOYMENT: Deputy Clerk III: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to marriage license process, passport process and elections processes. Equivalent combinations of education and experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:Incumbent must possess a current driver's license and obtain a valid State of Utah Driver License within 60 days of employment. Incumbent may be required to obtain State of Utah Certificate of Authority of Notary Public.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.