

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 I

Posting# 6243-0118jhm

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).

STARTING SALARY: Step 14-\$13.20 - Step 20-\$15.19 per hour, \$1,056-\$1,215 Bi-weekly

Step increase available after completing probation and annually thereafter.

OPENING DATE: January 3, 2018

CLOSING DATE: Open Until Filled

***All applications received by January 10, 2018** will be screened by the Human Resource Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The HR 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 I: Works under close to general supervision from the Chief Deputy-County Clerk/Auditor in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

Marriage Licenses and Passports: Assists and instructs the public in the application process for marriage licenses; verifies eligibility to apply according to established statutes and ordinances; reviews applications for completeness and accuracy; issues licenses and keeps records on the same.

Elections: Processes voter registration forms received from the driver's license bureau, the mail, and walk-in customers; examines for accuracy and completeness and resolves discrepancies before inputting information to data base; scans and indexes all voter registration forms.

EVALUATION AND SELECTION FACTORS INCLUDE: Deputy Clerk I:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

REQUIREMENTS FOR EMPLOYMENT: *Deputy Clerk I:* High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **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 Human Resource 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 Human Resource 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 Department of Human Resources reserves the right to call only the most qualified applicants to any of the examinations.