

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

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: Administrative Associate - DDAPT

Posting #: 6359-0918ksa

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents:** *Supplemental Questionnaire*
- 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 Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

STARTING SALARY: Step A: \$20.08 – Step G: \$23.07 per hour / \$1,606.82 - \$1,846.25 Bi Weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: September 13, 2018

CLOSING DATE: *Open Until Filled

*All applications received by September 27, 2018 will be screened by the Human Resources Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resource 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:

Under general supervision, performs routine and complex administrative support duties pertaining to record keeping, operations, and accounting functions of the department. The Department of Drug and Alcohol Prevention and Treatment is a large department with over 115 employees, a variety of programs, and multiple work sites.

DUTIES INCLUDE:

1. Serve as primary liaison with Human Resources for department-wide payroll processing and problem resolution. Establish procedures, and receive and review payroll forms and records from all programs and locations.
2. Serve as liaison with Human Resources for the department head and other supervisors regarding recruitment, selection and hiring of career service and non-benefitted employees. Track potential new hires through the steps of the hiring process to ensure timely completion of required actions.
3. Monitor the national List of Excluded Individuals and Entities (LEIE) to ensure employees and sub-contractors are eligible to provide services under federal funding requirements. Update Federal Exclusion Lists as necessary to reflect current licenses.
4. Receive, review and process subpoenas and other requests for information according to HIPAA.
5. Prepare agenda requests to process contracts/grants through the County Commission and track through the approval, signing, and distribution process to ensure appropriate processing. Maintain a log of current and expired contracts. Access Share Point, the state’s contract system, to monitor, track and verify information.
6. Conduct departmental orientation for new employees. Create and maintain files for department personnel. Ensure inclusion and accuracy of pertinent forms and documents.
7. Track due dates of performance appraisals, ensure completion, and submission to Human Resources. Track employees’ professional licensing status

8. Administer and track new employee training and In-Service Programs in Relias.
9. Maintain Employee Information in the Electronic Health Records (EHR).
10. Coordinate hire and termination dates, and personnel actions for promotion, reassignment etc.
11. Oversee assigned purchasing functions.
12. Process a moderate volume of travel arrangements including conducting research, making reservations, and reconciliation.
13. Confirm all clinical and treatment employees are registered with the Registry of National Provider Information under Medicaid guidelines.
14. Assist with completing and storing required Medicaid documents and contracts.
15. Monitor cell phone and wireless accounts. Receive and pay regulars bills for services, identifies and track personal calls, and order new replacement cell phones. Track equipment assigned to employees.
16. Maintain a calendar of meetings and special events for management.
17. Direct the work of time limited clerical personnel.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of Personnel Rules and Regulations

Knowledge of structure, functions, and policies and procedures of the department

Knowledge of supervisory techniques

Knowledge of general functions of county government

Skilled in reading, writing, and basic accounting

Skilled in operating standard office equipment

Skilled in software applications such as Microsoft Office, and in learning county and/or industry specific software programs and data bases

Skilled in creating documents and spreadsheets

Skilled in creating and maintaining record keeping and filing systems, including electronic

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to communicate effectively verbally and in writing

REQUIREMENTS FOR EMPLOYMENT:

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

Required Education and Experience

1. High school diploma or equivalent
2. Five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above
3. Equivalent combinations of education and experience may also be considered

Additional Eligibility Qualifications

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net
2. Applicant must possess a valid driver’s license and obtain a valid State of Utah Driver’s license within 60 days of employment

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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.