

JOB ANNOUNCEMENT

POSITION: PROGRAM SECRETARY - aDDAPT

Posting# 6360-0415md

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 Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 18; \$1,102 bi-weekly - \$13.78 per hour *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: April 13, 2015

CLOSING DATE: April 27 , 2015

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 of program management, performs routine and complex clerical duties in providing primary clerical support for the drug and alcohol Clinical Information Systems service area.

DUTIES INCLUDE:

Serves as area receptionist; answers the telephone and assists walk-in clients and the public by providing detailed information; forwards calls and takes messages as appropriate; receives, directs and/or resolves citizen and client questions or complaints.

Types and/or transcribes letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required; prepares correspondence and recurring reports for supervisor's signature; creates basic spreadsheets and other forms.

Establishes and maintains a variety of files and records; maintains control files of matters in progress and follows up to ensure progression and completion of actions.

Complies with federal confidentiality and security regulations to ensure security and confidentiality of client information, records and documents; works cooperatively with other program personnel to ensure accuracy, completion, and timely documentation of clinical reports in electronic clinical record.

Complies with department continuing education requirements and attends required department meetings.

EVALUATION AND SELECTION FACTORS INCLUDE:

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; using various software programs unique to the Division of Drug & Alcohol Prevention & Treatment.

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

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent and three (3) years 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:

Depending on functional area of assignment, applicant must possess a current 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 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.