

POSITION: PROGRAM ASSISTANT – DDAPT

POSTING # 6360-1118ksa

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

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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**

STARTING GRADE: Step A - \$14.16 – Step G - \$16.31 per hour, \$1,133.14 - \$1,304.45 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: November 15, 2018

CLOSING DATE: *Open Until Filled

*All applications received by November 28, 2018 will be screened by the HR Office. Those applications 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:

Under general supervision of program management, performs routine and complex clerical duties in providing primary clerical support for an assigned drug and alcohol program or service area such as The Promise of Women and Families Program, Outpatient Services, The On-Unit Treatment Program, The Drug Offender Reform Act (DORA) Program, Drug Court, or Clinical Information Systems.

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.

Performs a variety of general clerical and office support duties including receiving and distributing incoming mail, data input relating to office functions, basic bookkeeping activities, monitoring and ordering office and program supplies, and ensuring functionality of office equipment (copy machine, telephones, computers, etc.) by reporting maintenance issues to supervisor.

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.

Gathers outcome data for the Government Performance Recording Act (GPRA) and other required data from clients and other sources for client records and enters it into appropriate software applications; assists in generating periodic outcome monitoring reports.

Retrieves files scanned into the computer system; receives assessment results; updates client files; ensures proper processing of referral records and client waiting lists.

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

EVALUATION AND SELECTION FACTORS INCLUDE:

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.

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.

LICENSURE/CERTIFICATIONS:

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