

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: PROGRAM SECRETARY - aDDAPT

Posting# 6360-1113md

REQUIRED ATTACHMENTS TO APPLICATION:

- **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 including the Workforce Services Mavis Beacon program. (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 to receive College credit - internet printouts & photocopies are acceptable**
- **Required licensure**

STARTING SALARY: Step 18, \$1,102 bi-weekly (plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: November 6, 2013

CLOSING DATE: November 21, 2013

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 Promise of Women and Families Program.

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.

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.

Assists in maintaining client and clinical databases; ensures proper compiling of information for distribution to clinical personnel including daily treatment logs, admissions, completions and discharges.

EVALUATION AND SELECTION FACTORS INCLUDE:

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

Skill in reading, writing, and basic math and 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 and understand broad objectives and follow general instructions.

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.**

LICENSING

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 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.



UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER