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JOB ANNOUNCEMENT

POSITION: OFFICE SPECIALIST II - Operations
May underfill at Office Specialist I - 6488

Posting# 6485-0816jhm

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 18 \$14.05 per hour, \$1,124 Bi-weekly plus benefits package
Step increase available after completing probation and annually thereafter.
#6488 - Step 14 \$12.55 per hour, \$1,004 Bi-weekly

OPENING DATE: July 22, 2016

CLOSING DATE: Open Until Filled

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JOB SUMMARY: Performs clerical and secretarial duties as needed to expedite day-to-day record keeping and civil processing functions and provide support to various programs and/or divisions of the Sheriff's Office.

DUTIES INCLUDE: Office Specialist II - Operations: This full performance level works under general supervision from the Office Manager or Warrants Supervisor in performing duties of considerable difficulty that involve some independent judgement.

Records

Receives and processes background record checks for government agencies, the public, individual corporations and various law enforcement agencies; processes subpoenas received weekly for copies of information and records; obtains County Attorney approval as needed.

Emergency Services

Participates in the general preparation of applications and administration of various grants submitted to the State of Utah according to strict FEMA guidelines required for reimbursement; submits documentation quarterly for reimbursement of operational costs including wages, per diem, mileage, training, supplies, and equipment etc.; maintains files for auditing purposes.

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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.

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