

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: OFFICE SPECIALIST – ENVIRONMENTAL HEALTH

Posting # 6614-1118ksa

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 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 GRADE: Step A: \$15.19 – Step G: \$17.45 per hour / \$1,215.70 - \$1,396.30 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 1, 2018

CLOSING DATE: November 15, 2018

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:

This role performs a variety of clerical duties as needed to expedite day-to-day operations associated with specialty environmental health programs including HAZMAT, air quality, bioterrorism, waste water, food handling/preparation, swimming pools, schools, and body art establishments.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receive, screen, and direct incoming phone calls. Assist customers by providing information and directing them in correct processes. Provide initial response to questions, complaints, or problems following established guidelines.
2. Perform various cashiering duties. Prepare and issue certificates or receipts for funds collected, perform daily balancing of deposits for fees collected against receipts, runs tapes on checks and cash, and resolves discrepancies.
3. Type letters, statements, narrative, and statistical reports, minutes, agendas, and other documents as required. Prepare correspondence and recurring reports for signature.
4. Process, sort, and distribute incoming and outgoing mail and reports.
5. Update data records including business changes and inspections. Create and maintains a variety of files. Monitor progress and completion of actions.
6. Maintain a calendar for the supervisor and assure that complete information is available for all matters.

EVALUATION AND SELECTION FACTORS INCLUDE:

1. Working Knowledge of standard office practices
2. Working Knowledge of Health Department policies and procedures and laws, codes, and regulations relevant to work performed
3. Knowledge of proper grammar, spelling, and punctuation

4. Skilled in reading, writing, and basic math
5. Skilled in operating standard office equipment
6. Skilled in word processing, data entry, and basic spreadsheets
7. Skilled in using various software programs unique to the Health Department and/or the Environmental Health Division
8. Ability to maintain cooperative working relationships with those contacted during the course of work activities
9. Ability to communicate effectively verbally and in writing
10. Ability to understand and follow clear work instructions
11. Ability to distill relevant and useful elements from vast amounts of information
12. Ability to multi-task
13. Ability to understand broad objectives and follow general instructions.

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. Three (3) years of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.
4. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants may be subject to a background check.

LICENSURE/CERTIFICATIONS:

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.