

POSITION: WIC ELIGIBILITY TECHNICIAN I

Posting# 6619-0417ksa

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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TWO HALF-TIME BENEFITTED POSITIONS AVAILABLE

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**
- **Required licensure**

STARTING SALARY RANGE: Step 14 – 20, \$12.80 hour - \$14.73 hour / \$512 - \$589 bi-weekly

Salary based upon education and experience

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: April 10, 2017

CLOSING DATE: April 24, 2017

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:

Performs clerical and secretarial duties designed to expedite day-to-day eligibility screening and associated record keeping for the Women, Infants, and Children (WIC) Program.

DUTIES INCLUDE:

Performs data input relating to office functions.

Receives and screens office visitors and telephone calls; refers clients and callers to appropriate divisions and other county agencies; receives and directs client complaints; assists visitors and clients in accurately completing forms and applications.

Participates in initial client screening to assess program eligibility; completes computer intake processes; verifies income, residency, and identity; ensures compliance with established policy; ensures accuracy of required documentation.

Makes appointments for clients, ensuring they are given appropriate appointment(s) within required time frame; instructs clients on what they will need to bring to the appointment; documents required actions such as appointment attendance, notification of ineligibility, and instructions that were given.

Prints, reprints, and if necessary, voids food vouchers; monitors voucher status and ensures accuracy of voucher record keeping; keeps voucher stubs in order and ensures clients sign for vouchers to maintain audit trail.

Completes various reports; maintains organizational files of client operations and client records; maintains control files of matters in progress and follows up to ensure progression and completion of actions; processes, sorts, and distributes incoming and outgoing mail; copies documents.

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.

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; multi-task.

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent and one (1) year 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:

Applicants must possess a 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 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.