

JOB ANNOUNCEMENT

Part-time position with benefits - Preference for bi-lingual Spanish speaking skills.

Must be available to work Monday thru Friday 8 am-5 pm - Wednesday 9:30 am-6:30 pm

POSITION: ELIGIBILITY TECHNICIAN I - WIC

Posting# 6619-0416md

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 Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 14; *\$512 bi-weekly \$12.80 per hour plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: April 6, 2016

CLOSING DATE: *Open until filled

***All applications received by April 20, 2016** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel 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:

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:

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.

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.

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.

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. ***Preference for bi-lingual Spanish speaking skills.***

REQUIREMENTS FOR EMPLOYMENT: *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy*

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 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.