

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: ADMINISTRATIVE SERVICES ASSISTANT - Health Dept.

Posting# 6630-0915md

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 27, \$1,357 Bi-weekly; \$16.96 per hour *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: August 25, 2015

CLOSING DATE: September 8, 2015

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 direction of the Executive or Deputy Director-Health, performs routine and complex administrative support duties pertaining to payroll and other record keeping and accounting functions of the Utah County Health Department. The incumbent in this position functions as payroll coordinator for the department and serves as primary backup for the Business Manager-Health.

DUTIES INCLUDE:

Serves as primary liaison with the Personnel Office for department-wide payroll processing and problem resolution. Receives and reviews payroll forms and records from all divisions.

Establishes and maintains department-wide procedures for data entry of time worked and leave taken. Maintains files for Absence Requests including FMLA. Provides training, ensures accuracy, and serves as a backup for time entry personnel in other divisions.

Prepares agenda requests to process contracts/grants through the County Commission; tracks through the approval, signing, and distribution process to ensure appropriate processing. Maintains a log of current and expired contracts. Accesses Share Point, the state's contract system, to track and verify information.

Functions as primary backup for the Business Manager-Health performing other advanced administrative support duties as necessary.

Performs scheduling, notification, and preparation of materials for various meetings such as Board of Health, Department meetings. Takes notes and prepares minutes.

EVALUATION AND SELECTION FACTORS INCLUDE:

Considerable Knowledge of: Personnel Rules and Regulations; County policies and procedures; Structure, functions, and policies and procedures of the Health Department.

Working Knowledge of: Proper grammar, spelling, and punctuation.

Basic Working Knowledge of: Budget development and administration. General and fund accounting.

Basic Working Level Skill in: Reading, writing, and basic accounting; Proper grammar, spelling, and punctuation; Operating standard office equipment; Software applications such as Microsoft Office and Access database applications; Creating documents and spreadsheets; Creating and maintaining record keeping and filing systems and General functions of County government.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities.

Coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions. Create and maintain record keeping and filing systems. Maintain confidentiality.

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 five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above. 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 current 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.