

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 I - Personnel

Posting# 6802-0814md

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, \$12.55 per hour / \$1004 bi-weekly *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: July 23; 2014

CLOSING DATE: August 6, 2014

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:

Works under general supervision in providing first-contact customer service and performs a variety of clerical and office support duties to expedite day-to-day operations of the Utah County Office of Personnel Management.

DUTIES INCLUDE:

Receives, screens and directs incoming phone calls for a multi-line phone system.

Assists visitors and callers by providing information and directing them in correct processes.

Provides response to questions, complaints or problems following established communications and information sharing policies, practices or procedures.

Accepts applications for open positions, reviewing the application packet for signatures, overall completeness and required attachments such as transcripts, and type tests.

Converses with applicants by phone or mail to schedule interviews or testing and to inform of test results.

Creates and maintains County-wide employee personnel files ensuring proper filing of applications, personnel actions, benefit and payroll forms, etc..

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Considerable Knowledge of: Office of Personnel Management policies and procedures and laws, codes, and regulations relevant to work performed.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, basic spreadsheets and basic bookkeeping.

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 and train and lead others.

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:

Applicant 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.

