

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 III - Public Works

Posting# 6874-0915jhm

May underfill at Office Specialist II - 6875

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 Personnel office, to validate the required 40 net)

STARTING SALARY: Step 20, \$14.44 per hour, \$1,155 Bi-weekly plus benefits package
6875 - Step 18, \$13.78 per hour, \$1,102 Bi-weekly

Step increase available after completing probation and annually thereafter.

OPENING DATE: September 11, 2015

CLOSING DATE: September 25, 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: Provides first-contact customer service and performs a variety of clerical and office support duties to expedite day-to-day operations of the Public Works Department.

Office Specialist III - Public Works: Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

Office Specialist II - Public Works: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

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

Receives calls from county-wide departments to schedule work orders related to building maintenance, telephone services, or engineering related needs or projects; performs data entry to create a work order and distributes to appropriate divisions; maintains and produces daily maintenance schedule for building division.

Provides clerical and administrative support to personnel from multiple divisions; types or otherwise creates letters, statements, narrative and statistical reports, minutes, agendas, and other documents as requested. Processes, sorts, and distributes incoming and outgoing mail. Orders and maintains office supplies.

Prepares and issues receipts for funds collected for facilities reservations, parks usage, permit fees, maps, surplus equipment, sales at the front counter, and other departmental transactions.

Monitors and maintains department library; performs general literature inventory reviews; indexes and documents new manuals or books.

Maintains various department personnel records including driver's license status, emergency contact information etc.; creates and maintains county-wide telephone directory for downloading by other departments.

Serves as primary point of contact for the public and for County employees scheduling the use of County buildings and facilities; interacts as needed with the public, County security, and custodial services in arranging use; posts reservations to County calendar; appraises callers of rental fees and collects said fees.

Serves as primary point of contact for scheduling the use of County parks and pavilions; monitors scheduled events and appraises renters of upcoming commitments; collects rental and reservation fees.

EVALUATION AND SELECTION FACTORS INCLUDE:

Office Specialist III - Public Works

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation. Department 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, and basic spreadsheets. 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. Train and lead others.

Office Specialist II - Public Works

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation. Using various software programs unique to Utah County and/or Public Works.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets. Understand broad objectives and follow general instructions.

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:

Office Specialist III - Public Works: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years were 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.

Office Specialist II - Public Works: High school diploma or equivalent and three (3) years 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.**

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.