

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 ASSISTANT - COMMUNITY DEVELOPMENT Posting# 6930-0614jhm

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 including the Workforce Services Mavis Beacon program. (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 to receive College credit - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 24; \$15.83 per hour, \$1,266 Bi-weekly *(plus benefits package)

Step increase available after completing probation and annually thereafter.

OPENING DATE: May 21, 2014

CLOSING DATE: June 4, 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: Under general supervision of the Associate Director-Community Development, performs routine and complex administrative support work including functioning as secretary for multiple boards.

DUTIES INCLUDE: Serves as primary point of contact for the public and provides detailed information to callers and walk-in clients. Receives questions and resolves or directs complaints. Provides administrative support to the Utah County Planning Commission, the Utah County Board of Adjustment, and the Utah County Agriculture Protection Area Advisory Board. Prepares agendas, packets, and legal notices. Attends meetings and assists in room setup. Transcribes minutes, reports, findings, decisions, correspondence, and other documents from recordings or notes. Maintains confidentiality and furnishes documents to board members and interested parties such as the media, business contractors, and governmental agencies according to policy. Establishes and maintains tracking, record keeping, and filing systems. Monitors retention schedules and ensures timely and accurate archiving of documents. Manages appointment calendars for monthly meetings and deadlines. Assists in preparing the annual budget package for the department and tracks expenditures throughout the year. Generates purchase orders and oversees use of the purchasing card in accordance with budgeting constraints and county and department policies and procedures. Reconciles daily cash receipts and prepares monthly reports. Reconciles regular billings for services.

EVALUATION AND SELECTION FACTORS INCLUDE:

Considerable Knowledge of: Utah County Rules and Regulations and Policies and Procedures.

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

Skill in: reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, and spreadsheet creation.

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; communicate verbally and in writing.

REQUIREMENTS FOR EMPLOYMENT: 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 OR an equivalent combination of education and experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Work requires attending monthly evening meetings. **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.

