

TIME LIMITED NON-BENEFITTED POSITION

Utah County Community Development has the following position available:

OFFICE ASSISTANT

Primary function: Under general supervision, perform reception, telephone communications, and office support work. Day-to-day assignments and instruction will typically be given by full-time employees within the office.

Successful candidate can effectively: Serve as a primary point of contact for the public and provide detailed information to callers and walk-in clients. Receive questions and resolve or direct complaints. Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required. Perform data input relating to office functions.

May occasionally prepare correspondence and recurring reports for supervisor's signature. Assist visitors in accurately completing forms and applications. Process, sort, and distribute incoming and outgoing mail. Schedule and coordinate activities as needed. Copy documents. Coordinate some office functions with other county departments. Perform basic bookkeeping activities. Issue receipts for funds collected.

Issue building permits as needed and assigned. May occasionally serve as backup to the secretary of the Planning Commission, Board of Adjustment, and Agriculture Protection Area Advisory Board. May occasionally assist in the compilation of GRAMA request materials. May occasionally assist in the preparation of Board of Adjustment files that are subject to appeal through the Fourth District Court.

Location: Utah County Historic Courthouse, 51 South University Ave., Provo, Utah.

Hours: Must be available to work 24 hours per week, days and times are flexible

Salary: \$11.00- \$13.00 per hour, depending upon experience

If interested in this position: e-mail a Utah County Application for Employment to Josh Ivie at: JoshI@utahcounty.gov

Utah County Applications are available on the website: www.utahcounty.gov

Any questions, contact Josh Ivie at 801-851-8343