

**TIME LIMITED-NON BENEFITTED POSITION**

**Utah County Department of Human Resource Management has the following position available:**

**Office Specialist – Human Resources**

**Primary function:**

Performs a variety of filing, clerical and office support duties to expedite day-to-day operations of the Utah County Office Human Resource Management.

**Successful candidate can effectively:**

Maintain cooperative working relationships with those contacted during the course of work activities

Communicate effectively; verbally and in writing

Understand and follow work instructions

Complete tasks accurately

**Position is located:**

Utah County Administration Building

100 East Center Street, Suite 3800

Provo, UT 84065

**Must be available to work Monday thru Friday:**

11:00 AM - 2:00 PM or 12:00 PM - 3:00 PM. or 1:00 PM - 4:00 PM

**Hourly Wage:** \$12.00 - \$14.00 per hour, depending on experience and education

**If interested in this position:**

**E-mail Utah County Application to [humanresources@utahcounty.gov](mailto:humanresources@utahcounty.gov)**

**Any questions:**

Contact: Jillian Rose, 801-851-8170 or [JillianR@utahcounty.gov](mailto:JillianR@utahcounty.gov)

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