

TIME LIMITED-NON-BENEFITTED POSITION

Utah County Department of Drug and Alcohol Prevention and Treatment has the following position available:

Office Specialist – Hours Mon-Thurs 8:00am-2:00pm

Salary: \$11.00 per hour

Primary function:

Receives, screens, and directs incoming phone calls; assists customers by providing information and directing them in correct processes; provides initial response to questions, complaints, or problems following established guidelines.

Performs a variety of computer skills related to scheduling, electronic health records system and work related to substance abuse evaluations and screenings.

Performs various cashiering duties; prepares and issues certificates or receipts for funds collected; performs daily balance of deposits for fees collected against receipts, runs tapes on checks and cash.

Types letters, statements, narrative, and statistical reports, minutes, agendas, and other documents as required; prepares correspondence and recurring reports for signature.

Processes, scan, incoming and outgoing documentation and reports.

Updates data records including business changes, establishes and maintains a variety of electronic files; monitors progress and completion of actions.

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

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

Ability to: Maintain cooperative working relationships with those contacted during work activities; communicate effectively verbally and in writing; understand and follow clear work instructions.

LICENSING AND CERTIFICATION –

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.

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive.

Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

If you are interested in this job please email a completed Utah County Job Application to patriciam@utahcounty.gov or fax to (801) 851-7108.