

TIME LIMITED-NON BENEFITTED POSITION

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

Office Specialist

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 ucpersonnel@UtahCounty.gov

Any questions:

Contact: Jillian Rose - 801-851-8170, jillianr@utahcounty.gov

THIS POSITION IS TIME LIMITED, NON- BENEFITTED - EXPECTED TO LAST UNTIL DEC. 31, 2017.