

## TIME LIMITED-NON-BENEFITTED POSITION

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

### Office Specialist

**Hours: Monday-Friday 12:30pm-5:00pm**

**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 and monitoring paper 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 files; monitors progress and completion of actions.

Performs a variety of computer skills related to scheduling and monitoring paper work related to substance abuse evaluations and screenings.

**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 the course of 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 [jordangr@utahcounty.gov](mailto:jordangr@utahcounty.gov) or fax to (801) 851-7102.**