

UTAH COUNTY A DEPARTMENT OF DRUG AND ALCOHOL PREVENTION AND TREATMENT

POSITION: OFFICE SPECIALIST - OUT Program (Out Unit Treatment) in the Utah County Jail
This is a Time-Limited non benefited position to work 20–25 hours per week

Hourly wage will be determined by experience and qualifications - minimum starting wage: \$10 per hour

JOB SUMMARY

Performs clerical and secretarial duties as needed to provide support to the OUT program and expedite the data input for clients attendance in treatment.

DUTIES MAY INCLUDE:

Collects, inputs, and updates clients paperwork that enter the program involving direct contact with client inmates. Receives, screens, and directs incoming phone calls; assists 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 monitoring paper work and data entry associated with but not limited to office paperwork.

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

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

SUCCESSFUL CANDIDATE WILL HAVE THE FOLLOWING:

High school diploma or equivalent

One (1) year of general clerical support work experience. (Equivalent combinations of education and experience may also be considered.

Typing at or above the rate of 40 WPM net.

Current valid driver's license and obtain a valid State of Utah's driver's license within 60 days of employment.

Selected applicants will be subject to a background investigation.

IF YOU ARE INTERESTED IN THIS POSITION:

Contact PJ Maughan

Phone: (801) 851-7127

email: pjmaughan@utahcounty.gov.