

TIME LIMITED-NON BENEFITTED POSITION

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

Must be available to work: Monday-Friday 10am-3pm (time may vary to cover Administrative Secretary during vacation/sick leave)

Salary: \$10.00 per hour

Primary functions include:

- *Answers telephones and routes incoming calls.
- *G greets visitors to the office and notifies staff of individuals keeping appointments or needing assistance.
- * Provides coverage for the Administrative Secretary when absent – this may require 8 hour days for up to two weeks during scheduled vacation, or longer in the event of extended sick leave.
- * Substitutes for the department courier when needed.
- * Assists in preparing bi-weekly payroll.
- * Assists in maintain employee files, training, records of program and new employee orientation.
- * Helps coordinate office procedures and practices including availability of supplies and departmental purchases. This will include assisting with the purchasing of office supplies and minor equipment.
- * Performs clerical and secretarial duties as needed, including preparing agendas, minutes, and other department documents.

Working knowledge of: Standard office practices; proper grammar, spelling, and punctuation. Microsoft Office Suite, including MS Work, PowerPoint, and basic knowledge of Excel.
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 preference for one (1) year of general clerical support work experience and typing at 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.

If you are interested in this position contact:

PJ Maughan

phone: (801) 851-7128

or submit a Utah County Job Application to pjmaughan@utahcounty.gov