

**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 2:00-6:00pm Friday 10:30-2:30am**

**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.

Looking for clerical support work experience and candidate must have the ability to type. 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 interested in this position, please contact:**

PJ Maughan - 801-851-7127