



# Senior Office Specialist – Clerk/Auditor

## Job Description

Department: Clerk/Auditor  
Position: Career Service  
Grade: 504  
Supervisory: No  
Reports to: Chief Deputy Clerk/Auditor

### Summary

Under general supervision of the Chief Deputy, provides first-contact customer service and performs a variety of clerical and office support duties to expedite day-to-day operations of the Clerk/Auditor Department. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level perform duties of considerable difficulty that involve independent judgment and are capable of training and leading others.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receive, screen, and direct incoming phone calls for a multi-line phone system; assist visitors and callers by providing information and directing them in correct processes; provide initial response to questions, complaints, or problems following established communications and information sharing policies, practices or procedures.
2. Provide clerical and administrative support to personnel from multiple divisions; type or otherwise create letters, statements, narrative and statistical reports, minutes, agendas, and other documents as requested; process, sort, and distribute incoming and outgoing mail; order and maintain office supplies.
3. Monitor and maintain department library; perform general literature inventory reviews; index and document new manuals or books.
4. Perform various financial duties as a business manager for divisions within the department; perform reconciling of purchases using the P-card; ensure proper accounting for department purchases.
5. Monitor County-wide utilization of grant funds; compile data and provide necessary reports for audits and external stakeholders.
6. Process necessary information for department payroll; utilize the County's time entry system to ensure proper reporting or work time; generate department payroll reports and ensure timely delivery to the Personnel Office; resolve employee payroll questions and issues in coordination with the Office of Human Resources Management.

### For Office Use Only

Job Code: 6215

Job Title: Senior Office Specialist–Clerk/Auditor

FLSA: Non-Exempt

Effective Date: 1/25/21

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

7. Exercise functional control over certain budget items including office supplies; initiate purchase orders as needed for other purchases.
8. Serve as the primary contact to track and analyze department purchases; ensure compliance with department budgets and County policy.
9. Oversee and coordinate office procedures and practices; make recommendations for new office procedures; oversee implementation.
10. Assist in tasks necessary to support board of commission meetings.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of department policies and procedures
- Knowledge of laws, codes, and regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to Utah County
- Skilled in basic bookkeeping
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task
- Ability to train and lead others

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This position requires regular contact with the public which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include vision and ability to adjust focus. The employee is required to type, file and lift or move supplies weighing up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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