

CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
OFFICE SPECIALIST	\$11.30/HR	1-30-2015

WEBER-MORGAN HEALTH DEPARTMENT (WIC) Full-Time with Benefits

BILINGUAL SPANISH/ENGLISH PREFERRED

JOB SUMMARY Under the general supervision of an administrative superior, performs complex and specialized clerical work which often requires the exercise of independent judgment.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Reads and translates documents from English to Spanish for WIC clientele. Composes and processes routine correspondence, reports, forms, billings, payments, certificates, applications, and other material; examines for accuracy and completeness, makes additions or resolves discrepancies by consulting with supervisor or other employees as appropriate. Reviews correspondence and reports; determines information to be extracted for further use; determines routing and filing. Receives telephone and personal callers, handling any questions or matters of a technical nature and directing others to the appropriate staff member; assists visitors in filling out forms and applications. Determines and collects fees where some degree of personal judgment is involved in the decision; insures receipts, notices, certificates and licenses and keeps records of transactions. Operates office equipment as required. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Three years of increasingly responsible experience in clerical work. Work experience must be appropriate to the position to be filled. OR Any equivalent combination of education and experience.

Considerable knowledge of modern office practices and procedures; considerable knowledge of grammar, spelling, and punctuation; considerable knowledge of the specialized duties required by the position. Ability to multi-task and learn quickly; Ability to perform complex clerical work requiring moderate exercise of independent judgment; ability to make mathematical computations rapidly and accurately; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the general public

SPECIAL QUALIFICATIONS

Ability to speak and read Spanish and English is preferred.

TOOLS AND EQUIPMENT USED Phone switchboard; personal computer including word processing software and spread sheet software i.e. Lotus or Quattro Pro; copy machine; postage machine; fax machine; Dictaphone; calculator

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is generally quiet

POSITION CLOSES: FEBRUARY 13, 2015

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

**Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340,
Ogden, Utah 84401**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG & BACKGROUND TESTING REQUIRED**