

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
OFFICE SPECIALIST II	\$9.70/HR	3/19/2010

WEBER COUNTY ASSESSOR'S OFFICE - FULL-TIME WITH BENEFITS
TYPING TEST and 10-KEY TEST preferred

JOB SUMMARY Under close supervision of an administrative superior, performs a variety of professional, technical and specialized clerical work requiring knowledge of office techniques and procedures relating to the Assessor's Office. Performs a variety of technical and complex duties relating to the assessment of real and personal property. Fills in data and processes reports on standard office forms; maintains records, files according to established methods and procedures; compiles and tabulates data for records and reports. Receives telephone and personal callers, handling any questions or matters of a non-technical or routine nature and directing others to the appropriate staff member. May accept fees for payments, balances cash on hand, issues receipts, keeps simple records, makes non-technical mathematical calculations. Operates simple office equipment. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Two years of clerical experience OR Any equivalent combination of education and experience.

Considerable knowledge of modern office practices and procedures (including basic computer knowledge). ***Skill in preparing and analyzing written reports, accuracy in using a 10-key adding machine. Skill in typing at 40 wpm net.*** Ability to perform a variety of clerical work requiring some exercise of independent judgment; ability to follow written and verbal instructions; ability to establish and maintain effective working relationships with employees, other departments, and the general public.

SPECIAL QUALIFICATIONS Must be bondable.

TOOLS AND EQUIPMENT USED 10-key, phone switchboard; personal computer including word processing software and spread sheet applications, Internet, e-mail, and other tax assessment related applications; copy machine; postage machine; fax machine; 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 usually quiet.

POSITION CLOSING DATE: APRIL 2, 2010

APPLICATION MUST BE SUBMITTED TO:

Weber County HR, 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND
TESTING REQUIRED