

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	\$11.80/HR/DOQ	09-19-2014

WEBER COUNTY TREASURER'S OFFICE - PART-TIME WITH BENEFITS (20/HR/WK)

Generally Weekdays from 11:00 am. To 3:00 p.m. - Full-Time during November

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.) Will perform the following duties specifically: Works as a Counter operator in the Treasurer's Office. Receive taxes and money at Counter. Receives and processes deposits from other county departments. Interacts effectively in serving the public and county employees. 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.

HOURS AND BENEFITS (20 hours per week) *This position is 4 hours a day, during lunch time, Monday through Friday. There is some flexibility of the time for example, 10:30 a.m. to 2:30 a.m. -or- 11:30 a.m. to 3:30 p.m. There is a requirement to work full time during the county's tax season (end of October to the first of December). This position provides vacation/sick benefits and retirement benefits commensurate with the part-time status.*

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Three years of increasingly responsible experience in clerical/cashier 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. Skill in typing at 30 wpm. Ability to handle cash accurately. 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

TOOLS AND EQUIPMENT USED Phone. Personal computer including word processing software and spread sheet software i.e. Word/Excel; copy 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 moderately quiet.

POSITION CLOSES: October 3, 2014

APPLICATION 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