

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

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
<b>OFFICE SPECIALIST III</b>	\$11.30/HR	9-9-2016

WEBER COUNTY ANIMAL SERVICES - Full-time with Benefits

JOB SUMMARY Under the close supervision of an administrative superior, performs a variety of routine and specialized clerical work pertaining to functions at the Weber County Sheriff's Office. 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.) Reviews, enters, and verifies information into electronic Jail Management System, Records Management System, or other database. Receipts and makes returns on civil papers. Processes requests for records and reports. Receives telephone callers and visitors, handling any questions or matters of a non-technical or routine nature or directing others to the appropriate staff member. Assists and processes personal or professional visitors, as required. Processes and delivers incoming and outgoing inmate and office mail. Accepts money and processes transactions for inmate accounts, records request, fingerprints, and civil process. Processes reports and other materials in accordance with State law, examining for accuracy and completeness, making additions or resolving discrepancies by consulting with supervisors or other employees as appropriate. Provides clerical and secretarial support for other office bureaus and sections. Reviews correspondence and reports. determines information to be extracted for further use. determines routing and filing. Files documents, 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.

Working knowledge of modern office practices and procedures; working knowledge of specialized duties required by the position; working knowledge of word processing, spreadsheet, and/or database software applications. Skill in typing, with knowledge of the computer keyboard. Ability to perform a variety of clerical and typing work requiring some exercise of independent judgment; ability to make mathematical computations rapidly and accurately; ability to follow written and verbal instructions; ability to establish and maintain effective working relationships with employees, other departments, and the general public. Capable of standing/sitting for extended periods while entering data into computers.

SPECIAL QUALIFICATIONS Must be able to test for and attain Bureau of Criminal Identification certification.

TOOLS AND EQUIPMENT USED 10-key calculator; telephone; personal computer; copy machine; fax machine.

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 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 CLOSES: SEPTEMBER 23, 2016**  
**SUBMIT APPLICATION TO**

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