

LIST OF CURRENT JOB OPENINGS IN WEBER AREA CONSOLIDATED DISPATCH CENTER. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

JOB TITLE	SALARY	ISSUE
ADMINISTRATIVE ASSISTANT	\$32,906-\$47,657/ DOQ	9/16/2016

WEBER AREA DISPATCH 911 & EMERGENCY SERVICES DISTRICT

GENERAL PURPOSE Performs a variety of routine administrative, advanced secretarial and complex clerical duties as needed to expedite the administrative processes and procedures of the Communications Center.

SUPERVISION RECEIVED: Works under the general supervision of the Executive Director.

ESSENTIAL FUNCTIONS: Performs confidential secretarial and clerical functions for the Executive Director and other management personnel. Composes and/or types correspondence and other written materials with appropriate content, accuracy and completeness. Attends staff meetings and transcribes minutes. Assists in monitoring and tracking budget expenditures. Performs maintenance of fiscal records. Prepares invoices for payment and purchase orders for purchases, and processes them for appropriate action. Prepares financial reports as required by the Director. Monitors and participates in the purchasing of office supply inventory. Solicits and processes bids from vendors and suppliers as required. Operates various computer programs to create, maintain and retrieve center related information. Maintains files and records, numerically and alphabetically. Compiles statistical data of dispatch center activities and provides reports as requested. Schedules meetings and appointments for management personnel. Receives, screens and distributes department mail. Receives and processes time sheets and translates to appropriate payroll reports. Forwards payroll for appropriate processing. Distributes payroll and other personnel information to center employees in a timely manner. Maintains personnel files and records. Maintains leave records. Processes new hire benefit and employment paperwork. Coordinates personnel evaluation processes and effectively ensures all processes are completed in a timely manner. Assists in personnel processes as related to testing, hiring and termination of employees. Places employment advertisements, orders tests, schedules interviews, compiles scoring, schedules drug and hearing tests, makes notifications, etc. Organizes center related meetings and activities to include scheduling, notification, procuring refreshments, supplying materials, etc. Maintains center fixed assets, tracking costs, purchases dates and depreciation schedules. Conduct annual inventory of all fixed assets. Performs general receptionist duties. Receives and routes telephone calls. Takes messages or forwards as appropriate. Greets the public and directs to and from the dispatch center. Responds to questions and inquiries related to the communications center. Attend all meetings of the Board of Directions and the Operations Advisory Committee, and well as staff meetings and other assigned meetings, to take minutes and distribute materials as needed. Follows policies, procedures, guidelines and instructions as provided by the Center. Utilizes appropriate interpersonal skills in communicating and interacting with the public, co-workers, supervisors and managers, and others in the performance of the job duties. Maintains confidentiality with information obtained through employment with the Center. Issues discussed in relation to employment, personnel matters and Center investigations are to be held in strict confidence and not divulged without management permission. Performs other related duties as required.

MINIMUM QUALIFICATION Graduation from a standard senior high school AND Three (3) years of experience of progressively responsible experience performing above or related duties. OR Equivalent combination of education and experience.

Working knowledge of general secretarial and accounting responsibilities. Considerable knowledge of public relations techniques. Considerable knowledge of legal requirements and restrictions; thorough knowledge of office methods and procedures.

Typing at 50 words per minute Net . Skill in operating tools and equipment used (see below). Ability to effectively apply general principles to specific conditions. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors. Ability to exercise sound judgement in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

SPECIAL QUALIFICATIONS Have no criminal background or record. Position generally requires a Monday through Friday, daytime hour commitment, with most holidays off. Position does require occasional flexibility and adaptation due to board meetings and special projects where some adjustment of shifts, overtime, breaks, etc., may be required on short notice.

TOOLS AND EQUIPMENT USED Various office equipment including PBX telephone system, FAX, computers, printers, copy machine, voice recording systems and computer terminal. Use of various software programs including Microsoft Word, Excel, Outlook, Windows and various accounting software programs.

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 the 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, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is also occasionally required to walk. 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 of the work environment is usually quiet.

POSITION CLOSES: September 30, 2016

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

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

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