

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>
<b>OFFICE SPECIALIST I</b>	\$10.42/HR	02-10-2017

WEBER COUNTY RECREATION - FULL-TIME WITH BENEFITS

JOB SUMMARY Under immediate supervision of an administrative superior, performs routine clerical work. 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.) Performs routine clerical duties including searching files; filing, sorting and distributing mail; answering telephone, and relaying messages and receiving, storing and distributing supplies.

Fills in data on standard office forms; makes postings to various records; collates and assembles materials according to established methods and procedures. Performs receptionist duties and provides information of a general nature or refers others to appropriate staff member. Operates simple office equipment requiring no special training. Assists in billing and accounting for Parks and Recreation Department; informs customers of their financial responsibility and collects fees; assists in billing, collection of deposits and follow-up instructions for customers; assists in receiving payments for park reservations and events as well as recreational programs. Prepares and keeps up-to-date calendars for sporting events at recreation hall, soccer fields and softball fields, as well as events and reservations at Riverdale Pavilion, North Fork, Weber Memorial and Fort Buenaventura Parks. Ensures the security and cleanliness of the office. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND No experience required. OR Any equivalent combination of education and experience.

Some knowledge of modern office practices and equipment; some knowledge of Parks and recreation procedures. Skill in typing at 40 wpm, 10-key, skill in using a personal computer with MS Word and Excel. Ability to perform routine and detailed clerical and typing duties; ability to make simple mathematical computations; ability to follow written and verbal instructions; 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; 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 CLOSES: February 24, 2017**

**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**