

The Weber County Clerk/Auditor's Office is hiring for a part-time position (up to 19 hours per week). We expect the position to be needed at least through the end of June, and perhaps longer. Work will be during normal office hours (Monday through Friday, 8:00 AM to 5:00 PM). Exact work schedule will normally be regular, though there may be a need for occasional variation to adjust for vacations and illness. Pay is expected to start at \$13 per hour with no additional benefits. Hiring will remain open until position is filled.

## WEBER COUNTY

### OFFICE SPECIALIST III CLERK/AUDITOR'S OFFICE

#### JOB SUMMARY

Under the general supervision of an administrative superior, performs complex and specialized clerical work which often requires the exercise of independent judgment.

#### DISTINGUISHING FEATURES

Positions in this class can be distinguished by the specialized duties they perform in various County departments including County Assessor, County Auditor, County Clerk, County Health, County Recorder and County Treasurer, etc.

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:

1. Works as a Counter operator in Clerk/Auditor Office.
2. Processes and issues marriage license and other related work.
3. Receives and processes tax relief applications.
4. Processes U.S. passport applications.
5. Provides back-up for elections, as required.
6. Provides assistance in any other duties in the Clerk/Auditor's Office, as required.
7. Provides assistance in areas related to property tax administration.

Composes and processes routine correspondence, reports, forms, billings, payments, certificates, applications, and other material as requested and managed by the supervisor.

Reviews correspondence and reports; determines information to be extracted for further use; determines routing and filing where a high degree of personal judgment and confidentiality is expected.

Answers all incoming telephone calls and assists visitors in the office; handling all questions and matters of a non-technical, technical and routine nature; and directs them to the appropriate staff member or office.

Accepts fees for payments; balances cash on hand against receipts daily; prepares and balances deposits; issues receipts, notices, certificates and licenses, and keeps simple records of transactions; makes simple mathematical computations.

Operates office equipment as required.

Performs related work as required.

### MINIMUM QUALIFICATIONS

1. Required education, training and experience:

A. Education: High school graduation or equivalent,

AND

B. Experience: 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.

2. Required knowledge, skills, and abilities:

A. Knowledge: Working knowledge of computers and electronic data processing; 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; knowledge of the Utah Tax Code and property tax laws, helpful, but not required.

B. Skills: Skill in typing at 40 wpm and use of 10-key.

C. Abilities: Ability to perform complex clerical work requiring moderate exercise of independent judgment; ability to make mathematical computations rapidly and accurately; ability to handle stressful situations; ability to communicate effectively verbally and in writing; ability to make judgments in different situations and act in the best interest of the tax payer; 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

Networked telephone; personal computer including word processing and spreadsheet software; 10-key; copy machine; postage machine; credit card 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.

### **Open until filled**

**Application are to be submitted to Lynn Taylor, Clerk/Auditor's Office, 2380 Washington Blvd., Ogden, Utah 84401**

**Equal Opportunity Employer – Drug & Bankground Testing Required**