

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

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
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OFFICE SPECIALIST II	\$10.29 /HR	10-9-2015
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WEBER COUNTY RECORDER OFFICE - PART-TIME - NO BENEFITS - *RESUME IS REQUIRED*

JOB SUMMARY Under close supervision of an administrative superior, performs a variety of routine and specialized clerical work requiring advanced knowledge of interrelated department paperwork and procedures. 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.) Follows current office policies and procedures for assisting in the management of official public records, and department files, within the Recorder/Surveyor's Office. Assists with maintaining the Recorder/Surveyor's Office active and inactive records and information, including assigning file codes and maintaining an inventory of all records and documents in a computer database; processing requests for records retrieval and return from the vault; inventorying record containers, books, plats, and other records of the vault; preparing records for offsite storage, and assisting the Records Manager as needed. Properly classifies and indexes all official public records according to applicable state statutes; assists in maintaining official public records, physically in the vault and electronically, to insure they are easily accessible when needed; assists in implementing security and safety policies and procedures to aid in the longevity of official public records; assists in responding to the records requests made by other Weber County departments; assists in gathering and processing applicable records for GRAMA requests made to the Department; maintains a records request database. Organizes, reviews and applies appropriate indexing criteria to documents; recommends additions and revisions to established file category and indexing structures; creates, maintains and updates forms, documents, indexes and records management databases to track records documentation, maintain document status databases and retrieve records; processes documents and data enters information, conducts research and locates documents and records; receives, researches and responds to requests for information. Assists with maintaining and updating the record retention schedule to ensure compliance with all legal requirements; assists with the destruction of records in accordance with adopted retention schedule and destruction guidelines. Assists with the scanning and storage of documents on electronic media; assists in the management of paperless and electronic records procedures for the department. Operates simple office equipment. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Two 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 title process preferred; working knowledge of modern office practices and procedures; working knowledge of specialized duties required by the position.

Skill in typing at 40 wpm if required by position.

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

SPECIAL QUALIFICATIONS Must be bondable and/or deputizable if required by the position.

TOOLS AND EQUIPMENT USED Phone; personal computer including word processing software; copy machine; scanners and archive writers; excel spreadsheets; 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 toenable 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 October 23, 2015

APPLICATION AND RESUME 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**