

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>
LEAD OFFICE SPECIALIST	\$12.36/HR	03-11-2016

PLANNING DIVISION - Full Time with Benefits

JOB SUMMARY Under the general supervision of the Planning Director, performs specialized and complex clerical work requiring the exercise of independent judgment. Greeting the public and processing planning submittals and business licenses is required.

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.)

Greets the public and assists with inquires related to the Public Works Department and Weber County. Processes routine correspondence, reports, forms, billings, and payments; makes additions or resolves discrepancies by consulting with supervisory or other employees as appropriate. Receives a variety of project applications; processes and receipts applicable fees. Reviews correspondence and reports; determines information to be extracted for further use. Coordinates with County staff and schedules meetings with land developers, members of the public, and a variety of professions. Maintains records and accounts; compiles, computes, and tabulates data for reports requiring some judgment as to content. Administers the Weber County Business License program. Receives telephone and personal callers, handles any questions and directs to the appropriate staff member; assists visitors in filling out forms and applications. Operates office equipment as required. Takes minutes of meeting as required. Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent AND Four 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.

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. Skill in typing at 40 wpm, clerical, organization, processing permits. Ability to take minutes in public meetings; ability to perform complex clerical work requiring moderate exercise of independent judgment; ability to communicate effectively verbally and in writing; ability to make mathematical computations rapidly and accurately; ability to establish and maintain effective working relationships with employees, other departments and the general public.

SPECIAL QUALIFICATIONS Ability to take meeting minutes in the public sector.

TOOLS ANDEQUIPMENT USED Phone; personal computer including word processing software and spread sheet software i.e. Microsoft Word and Excel; copy machine; fax machine; calculator; and credit card processor.

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 5 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. Typical office environment with low to Moderate noise levels.

POSITION CLOSES: MARCH 25, 2016

APPLICATION 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