

LINDON CITY JOB OPENING
100 North State St, Lindon UT 84042
801-785-5043
www.lindoncity.org

TITLE: Part-time Receptionist (20+ hours a week)
STARTING WAGE: \$12.75 - No Benefits (Range 8)
CLOSING DATE: 5:00 pm, Friday, April 26 by 5:00 pm
DEPARTMENT: Administration
STATUS: Regular Part-time
FLSA CODE: Non-Exempt

NATURE OF THE WORK

An incumbent in this part-time job class types, files, answers phones, and performs clerical and receptionist duties. This person would also be a cashier and enter monthly utility payments.

EXAMPLES OF DUTIES

Types a variety of reports, memorandums, letters, and other correspondence; opens and sorts mail for departments; updates forms and charts; files forms, charts, correspondence, and other documents and materials; enters data into the computer; processes telephone calls and questions from City workers and the general public; logs and delivers messages; greets public and provides information; handles petty cash and other monies; performs other related duties.

KNOWLEDGE, ABILITIES. AND SKILLS

Knowledge of:

- Clerical and office skills and techniques;
- Report writing;
- Public relations;
- Business English;

Ability to:

- Interact effectively with officials, administrators, co-workers, and the general public.

EDUCATION AND EXPERIENCE

A standard senior high school diploma plus 1 year of related experience or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

Requires a valid State of Utah driver license.

WORKING ENVIRONMENT

Normal office surroundings;
Light physical effort is required

Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment