

**PROVIDENCE CITY
FINANCE AND RECORDS DEPARTMENT
Office Specialist 1 – Receptionist
Part-Time Position – No Benefits
FLSA Status: Non-exempt
Reports to: Administrative Services Director**

Definition

In a friendly, helpful, professional manner, this position operates the main information switchboard for Providence City and directs walk-in visitors to appropriate Departments and staff. Provides a variety of general secretarial and office support functions as well as other duties as assigned.

Essential Functions

Essential functions, as determined under the Americans with Disabilities Act, may include the following tasks, knowledge, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this classification. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Attendance at work is an essential function of this position.

Tasks

Performs telephone switchboard activities; handles incoming and outgoing calls and mail; greets public and answers routine questions; furnishes general information from reports and records; processes and sorts all inter-city correspondence; logs and delivers messages; postmarks outgoing mail.

Types reports, forms, and other documents; makes copies; operates various office equipment; performs filing duties; makes routine mathematical calculations; assists in book keeping and handling cash; composes and types routine letters and memoranda from general instructions; assembles and submits reports based on relevant data from files; compiles statistics and information as directed; sets up and types reports and similar presentation materials following established guidelines and formats.

Knowledge, Skills, and Other Characteristics

Knowledge of office management practices and procedures.

Knowledge of computer software used to complete assigned projects.

Skill in establishing and maintaining effective working relationships with corporate/government organization staff, other City staff, and the public.

Skill in following complex oral and written instructions, policies, and procedures.

Skill in operating a variety of office equipment, including word processor, computer terminal, typewriter.

Qualifications

High School GED or equivalent AND experience equivalent to one (1) year full-time secretarial/clerical support work; OR completion of a post high school training program in secretarial sciences including the use of word processors. Must have a working knowledge of Excel. A valid Utah driver's license will be required at time of appointment.

Must pass a pre-employment drug test.

A background check is required.

Environmental Factors:

Will typically sit at a desk or table. Occasionally walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Occasionally drive a motor vehicle (based on position assignment).

Use tools or equipment requiring a high degree of dexterity and work for sustained periods maintaining concentrated attention to detail. Work is generally performed in an office, library, computer room, or other environmentally controlled room.

Hours: Generally Monday through Friday, approximately 20 - 25 hours per week.

Starting Wage: \$10.30 to \$12.00 per hour depending on experience and qualifications. The applicant selected will generally start at

the lowest posted wage.

PROVIDENCE CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

Providence City is an equal opportunity employer and will not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or on the basis of a physical or mental disability unrelated to the ability to perform the work required.

Providence City reserves the right to reject any and all applicants.

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