



## EXECUTIVE OFFICE ASSISTANT Part-time Position

**Essential Duties:** This position requires application of extensive knowledge of complex functions in support of the duties and responsibilities of the Executive Director of the Utah Lake Commission. The individual selected for this position will be required to do the following: perform secretarial, clerical, and related incidental and specialized duties; compile information and figures for special reports, edit and submit the same for review; may act as intermediary between Director and the public or other stakeholders; receive work from various sources and review or process it for administrative use; organize, prioritize, and coordinate office production into a usable form for management's analysis, review, or release; recommend and/or implement improvements in work flow, procedures, and the use of equipment and forms; assist in overseeing office work flow; assist in maintaining policy and procedure; design, implement, and monitor record keeping and reporting systems; assist in formulating, preparing, and monitoring budgets; perform bookkeeping and general accounting work; prepare minutes of Commission meetings; deal appropriately with people in situations that may, at times, become confrontational, stressful or uncomfortable; assist in planning and attending special events in which the Commission participates; assist other staff members as needed; perform duties that may include light physical effort such as lifting, bending, stooping and walking and prolonged sitting at a desk or computer terminal; manage numerous tasks and assignments at a time with frequent interruptions; work days and hours assigned and begin and end work on time; run errands; and perform other related duties as required.

**Minimum Requirements:** High school diploma or G.E.D. and four (4) years of secretarial experience; or an equivalent combination of job-related education and experience [substituting each one year of post-secondary education/training for six months of experience].

**Preferences:** Preference given to applicants with knowledge of general office experience, and typing ability of at least 50 wpm. Typing scores will be considered if submitted by the closing date. Typing scores will be accepted from any service or software that provides a printed result. However, all typing skills will be subject to verification. Website development experience is desired.

**License:** Valid, lawful driver's license is required at time of appointment and must be maintained. Use of a personal vehicle to carry out Commission work is required with mileage compensation provided.

**Selection Factors:** Knowledge of: administrative and clerical support functions including the operation of standard office machines, equipment and computer software; budgetary and accounting processes; basic English composition, spelling, and grammar. Ability to: understand and follow oral and written instructions; handle routine mathematical calculations quickly and accurately; deal with the public with speed and accuracy and in a pleasant, courteous, and calm manner; communicate effectively both orally and in writing; and develop and maintain effective working relationships with supervisors, co-workers, and the public.

**Wage:** This position starts at \$14.00 per hour.

**Screening:** Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. A criminal background check will be conducted on this position.

**Other Factors:** This position will work between 20-25 hours per week during regular business hours. Occasionally requires early morning or evening work. Work requires remaining seated at a work station or desk for extended periods of time. Work location is inside with little or no occupational hazards present. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.

**To Apply:** A link to the online application can be accessed [here](#) or through the website <http://utahlake.gov>.

Posted: Wednesday, November 13, 2013

Closing Date: 5:00 PM, Wednesday, November 27, 2013