

**PROVIDENCE CITY
FINANCE AND RECORDS DEPARTMENT
Office Specialist 1 – Receptionist
Part-Time Position**

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

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.
Type reports, forms, and other documents; operates various office equipment; perform filing duties; makes routine mathematical calculations; assists in bookkeeping and handling cash.

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 diploma or equivalent. 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 setting or other environmentally controlled room.

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

Starting Wage: \$12.00 to \$13.50 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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