

JOB DESCRIPTION

Title	Office Assistant Reports to General Manager Full-time, in-office
Hourly	\$20.00-\$22.00 D.O.E
Purpose	Responsible for a variety of tasks related to providing administrative assistance and support to the general manager and staff members. Provides customer service to existing and potential customers.
Essential Duties/Responsibilities	<ul style="list-style-type: none">• Provides first contact information to the public; receives telephone calls and refers to appropriate person; sets up and maintains computerized and manual filing system.• Performs confidential secretarial and clerical functions for the General Manager, Assistant General Manager, Office Manager and other personnel; types administrative material and correspondence including reports, letters, memos, special documents etc.; composes correspondence, reports, statements, memoranda, annual reports, and other material requiring judgment as to content, accuracy and completeness; takes and transcribes dictation for various meetings and special correspondence.• Assists General Manager and other staff members with appointments, travel arrangements, conference arrangements, and other special assignments.• Performs tasks such as utility billing, accounts payable and accounts receivable and related reports in the absence of the Office Manager.• Receives and processes work orders for the operations department; monitors work order progress through computer reports; enters disposition and closes work order records upon completion.• Track System Operator's certifications and licenses, research classes and conferences for employees to earn CEUs and other means to meet certification requirements.• Will be familiar with and adhere to District policies and procedures.
Other Duties/Responsibilities	<ul style="list-style-type: none">• All other duties as assigned
Job specifications	<ul style="list-style-type: none">• Able to provide consistently high levels of customer service• Possesses time management skills and pays attention to detail• Superior written and oral communication skills• Considerable knowledge of and expertise in word processing, spreadsheets and desktop publishing programs, digital and paper filing method; letter and report composition, grammar, spelling and

punctuation; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

- Proficient in Microsoft Office Suite

Education/Training

- MINIMUM QUALIFICATIONS
Education and Experience:
- Graduation from high school with course background in general office practices and procedures; plus, two (2) years of specialized training provided through an accredited technical or business college, OR
- Three (3) years of progressively responsible experience performing above or related duties.
- OR
- An equivalent combination of education and experience.

Experience

local district or other governmental office experience preferred

Work environment

General office environment

District Benefits

100% District paid benefits for employee and dependents include: Medical, Dental, Vision, Basic Life, AD&D.
Other benefits include: HSA Contribution, Utah Retirement Systems Participating Employer, 401k match. Paid vacation, sick leave, holidays.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.