



JOB ANNOUNCEMENT  
Confidential Secretary  
Part Time with no Benefits  
Grade 14 @ \$14.59 per hour

Performs a variety of advanced secretarial and general administrative/executive duties as needed to expedite the maintenance, recording, and processing of county commission actions, information and communications. Assures office compliance with established statutory guidelines governing various county administrative functions.

Graduation from a standard senior high school with course background in general office practices and skills; plus two (2) years of specialized training in secretarial duties, general business or related field; OR an equivalent combination of education and experience.

**Considerable knowledge of** modern office practices and procedures such as Gmail, Google drive, Google calendar etc...; secretarial procedures and methods related to filing and documenting; English composition, spelling, grammar, punctuation, etc.; interpersonal communication skills and telephone etiquette; standard office equipment operation.

Working knowledge of various computer software applications for word processing and database files and records, principles of local government and read the book provided by Utah Association of Counties (UAC) for governance; general bookkeeping and accounting procedures.

**Ability to** operate standard office equipment efficiently; communicate effectively, verbally and in writing; make basic decisions where established procedures do not always apply; perform basic mathematical computations; develop effective working relationships with supervisors, fellow employees, and the public; work independently; maintain confidentiality as needed to assure responsible public and administrative interactions.

Must be able to type at a rate of 60 words per minute.

This position's tenure is dictated by the term of the county commissioner who hires them.

Applicants for employment may be required to undergo a drug test and basic criminal background check as a condition of employment.

Send, fax, or email resume and results of a type test by going to [www.speedtypingonline.com](http://www.speedtypingonline.com) to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: maryh@emery.utah.gov

Recruiting for this position ends April 27, 2018, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER