



1600 E. South Weber Drive
South Weber, UT 84405

www.southwebercity.com

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JOB OPENING ANNOUNCEMENT Administrative Assistant

Posting Date: September 25, 2017
Department: Administration
Reports to: Finance Director
Salary Range: \$16.00/hour DOE.
Position Type: Part-Time
How to Apply: Applications available at:
southwebercity.com/community/employment
Send Application, Resume, and Cover letter to: Human Resources, 1600 E South Weber Dr, South Weber, UT 84405

Deadline to Apply: Open until filled

Overview:

Performs a variety of administrative support processing and maintaining human resource, public works, and justice court clerk records. Coordinates the recruitment and selection process, reviewing job description(s), maintains employee files; coordinates health, life and disability insurance enrollments. Responsible for the solicitation and collection of all bids procured on behalf of the City. Administers building permit operations; composes memos, messages, and letters. Assists the Justice Court Clerk with clerical tasks, receives, logs, and files incoming citations and complaints; provides general customer service to the public.

Knowledge, Skills and Other Characteristics:

Operates a computer and its various programs. Knowledge of computer applications (Microsoft Word, Excel, Outlook, Internet), proficient in typing, strong interpersonal communication skills, and the ability to maintain confidential information. Experience using Caselle and/or Coris software preferred.

Qualifications:

Graduation from High School; plus, one (1) to three (3) years of experience in HR and/or clerical administrative duties. Must have a Utah Driver's License. Must have advanced skills in writing composition. Must be able to pass a pre-employment drug test, and obtain a satisfactory background and driving record check.