

DUCHESNE COUNTY JOB ANNOUNCEMENT
August 14, 2008

OFFICE SPECIALIST

GENERAL DESCRIPTION OF DUTIES:

Work under the supervision of the County Planning & Community Development Director. Perform a variety of duties as needed and assigned, including but not limited to; working with the public and interrelated departments, work independently without constant supervision, collect monies and balance reports, maintain department web page, filing, research, mailings, copying, key entry on county computer system and use of other office equipment. Will be staff support for the Planning & Zoning Commission, Board of Adjustment, and the Public Land Use Committee, including minute preparation.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

Must possess a valid Utah driver's license; be able to communicate effectively both orally and in writing; maintain an effective working relationship with public and be dependable. Working knowledge in the following areas required: ability to run automated office equipment and computers, including Microsoft Word. Knowledge of the County CTxMS program and legal land descriptions preferred, but not required. Successful applicant must pass a pre-hire drug test.

WAGE:

Salary based on qualifications, plus county benefits.

HOURS:

Forty (40) hour work week.

APPLICATIONS:

Applications may be obtained at the Duchesne County Administrative Office Building, 734 N Center St, PO Box 346, Duchesne, Utah 84021-0346, Monday through Friday 8:30 AM to 5:00 PM, or by contacting Workforce Services in Roosevelt, Utah. Applications will be accepted at the Duchesne County Administrative Office Building, until 5:00 PM on Thursday August 28, 2008.

DUCHESNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER