

# JOB ANNOUNCEMENT

**POSITION: Eligibility Tech I - WIC: part-time -20 hours per week**

Must be available to work: Monday and Thursday: 8:00 AM to 5:00 PM. Wednesday: 10:00 AM to 7:00 PM; **Must be fluent in both English and Spanish language.**

**STARTING SALARY:** D.O.E. and Qualifications

## CONTINUED RECRUITMENT

*The eligibility list created by this posting maybe used to fill current vacancies or vacancies that occur Within the next two (2) months*

## JOB SUMMARY

Performs clerical and receptionist duties as required for the Utah County WIC program. Responsible to collect client data pertaining to the individual's WIC benefits, enter data into computer, scheduling appointments, prepare and file records, answer phones, perform reception duties, produce WIC voucher checks and answer general client questions regarding their benefits. Performs secretarial and clerical work of considerable difficulty and involving some independent judgement. Work is performed under general supervision.

## DUTIES:

Types letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required.  
Performs data input relating to office functions.  
Prepares correspondence and recurring reports for supervisors signature.  
Receives and screens office visitors and telephone calls.  
Assists visitors in accurately completing forms and applications.  
Provides general information to employees and visitors.  
Processes, sorts, and distributes incoming and outgoing mail.  
Schedules and coordinates activities as needed.  
Maintains control files of matters in progress and follows up to ensure progression and completion of actions.  
Maintains organizational files and records.  
Copies documents.  
Coordinates some office functions with other County departments.  
Performs basic bookkeeping activities.

## EVALUATION AND SELECTION FACTORS:

- Ability to maintain cooperative relationships with those contacted in the course of work activities.
- Skill in written and verbal communication.
- Knowledge of various computer applications including word processing, data entry, and spreadsheets.
- Ability to distill relevant and useful elements from vast amounts of information.
- Ability to correctly use grammar, spelling, and punctuation.
- Knowledge of basic mathematics.
- Ability to understand and follow clear work instructions.

## REQUIREMENTS FOR EMPLOYMENT

Equivalent to a high school diploma; Preference given to applicant with typing test at or above the rate of 40 WPM net, one (1) year secretarial training including computer skills and one (1) year work experience providing general office support.

**Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.**

## EXAMINATION/SELECTION PROCESS:

### REQUIRED ATTACHMENTS:

Individuals interested in the position must submit an official Utah County Government application to the WIC administrative Specialist, Janice Ivie at 1549 North State Street, #104, Orem, UT 84057. or Crystal Forbes 151 S. University Ave. Suite 2100 and also can be faxed to 801-851-7346 attention Janice Ivie. You can get applications on line at <http://www.utahcountyonline.org/dept/personal/announce/index.htm>, from the personnel office or from the WIC office. Questions, contact Janice Ivie at (801)851-7343. Crystal Forbes (801)851-7318.

**No POSTMARKS OR RESUMES.** The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: supplemental review/rating, written examination, performance test and/or examination.

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