

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COMMUNITY DEVELOPMENT SECRETARY  
CLASS CODE: 6931

FLSA STATUS: NON-EXEMPT  
SUPERVISORY LEVEL: NONE

EFFECTIVE DATE: 06/14/2008  
DEPARTMENT: COMMUNITY DEVELOPMENT

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## **JOB SUMMARY**

Under general supervision of the Director-Community Development, performs working level clerical and reception work in providing first-level contact and customer assistance for the Community Development Department.

## **ESSENTIAL FUNCTIONS**

Receives and directs incoming telephone calls; queries callers to identify needed assistance; determines appropriate department or office and directs calls accordingly.

Responds to requests for information and provides factual information related to department services, programs, and general policies, practices and procedures; provides walk-in customers with requested forms, applications, and other materials.

Types letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required; drafts routine correspondence; copies documents.

Processes office actions requiring technical knowledge and several steps for completion; performs data input relating to office functions and produces necessary reports; maintains control files of matters in progress and follows up to ensure progression and completion of actions.

Receives permit and application fees, performs related balancing duties and submits monies received to the County Treasurer's Office; assists in entering and processing purchase orders.

Processes, sorts, and distributes incoming and outgoing mail and reports; maintains office supplies.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Working Knowledge of:** Standard office practices; proper grammar, spelling, and punctuation.

**Skill in:** Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

**Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand broad objectives and follow general instructions; distill relevant and useful elements from vast amounts of information.

## **PHYSICAL DEMANDS**

**Regularly:** Sits at a desk; walks, stands, or stoops, works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** Lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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**WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and three (3) years of general clerical support work experience.

Equivalent combinations of education and experience may also be considered. Must pass a type test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.