

Administrative Associate – Clerk

Job Description



Department: Clerk
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Public Services Manager

Summary

Under general guidance and direction of the Public Services Manager, performs routine and complex administrative support work pertaining to financial tracking, accounting, purchasing, and record keeping functions. Prepares correspondence, receives visitors, arranges conference calls, and schedules meetings and travel.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist with the preparation of the annual budget package by gathering documentation and preparing estimates; monitor the approved budget to track expenditures and recommend necessary adjustments.
2. Exercise functional control over designated budget line items and submit purchase requests in accordance with County and department policies and procedures; initiate purchase orders (POs) and resolve payment discrepancies or past due invoices to maintain accurate vendor records.
3. Order supplies and equipment for office and monitor order through delivery; conduct pricing and other research on specialized equipment or irregular purchases.
4. Track equipment assigned to employees to ensure accountability; monitor wireless accounts, pay regular billings, and order replacement cell phones or air cards as needed.
5. Function as department timekeeper; verify hours worked and mileage submitted for bi-weekly payroll; utilize the County's time entry system to ensure proper reporting of work time; coordinate changes and corrections with department employees and the Office of Human Resources, as needed.
6. Ensure mandated licensing requirements are maintained by tracking clerk staff training and renewals, as needed; create and maintain related files, documenting licensing and continuing education status.
7. Administer required oaths of office to applicable employees, boards, and commissions.
8. Coordinate travel arrangements for the Clerk's Office including flights, hotels, and conference registrations; submit preapproval documents and reconcile travel receipts against POs.

For Office Use Only

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Job Title: Administrative Associate – Clerk
FLSA: Non-Exempt
Effective Date: 4/11/2026
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

9. Provide clerical administrative support to multiple divisions within the Clerk's Office by creating and maintaining reports and statistical spreadsheets; coordinate and participate in special projects including leadership and training.
10. Maintain department files by scanning and indexing documents for digital retrieval; maintain a high standard of confidentiality regarding all records and information.
11. Represent the Clerk's Office at various meetings as assigned; make recommendations for modifications to office procedures and assist with the implementation of authorized changes.

Knowledge, Skills, and Abilities

- Knowledge of County and departmental policies, procedures, structure and functions
- Knowledge of general, fund accounting, budget development and administration
- Skilled in reading, writing, and basic accounting
- Skilled in proper grammar, spelling, and punctuation
- Skilled in operating standard office equipment
- Skilled in utilizing software applications including Microsoft Office, to prepare professional correspondence and financial spreadsheets
- Skilled in creating and maintaining record keeping and filing systems, including electronic records
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to learn new software programs and databases
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to train and lead others
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions

Supervisory Responsibility

This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and the ability to adjust focus. The employee is required to type, file, and lift supplies and objects up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of complex clerical or administrative support work experience, including two (2) years directly related to the duties above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with an associate degree or higher.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Selected applicants must obtain a State of Utah Certificate of Authority of Notary Public within the probationary period for new hires or trial period for promoted County employees.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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