



# Office Specialist - Attorney

## Job Description

Department: Attorney  
Position: Career Service  
Grade: 716  
Supervisory: No  
Reports to: Varies by assignment

### Summary

Under general guidance and direction of the assigned supervisor, provides first contact with customers and performs clerical and office support duties to expedite day-to-day operations of the Utah County Attorney's office.

### Essential Functions

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

1. Receive, screen, and direct incoming phone calls using a multi-line phone system.
2. Provide superior customer service; assist visitors and callers; provide technical information and direct them in correct processes; provide initial response to questions, complaints or problems following established communications and information sharing policies, practices, or procedures.
3. Draft routine correspondence; type letters, statements, narrative and statistical reports, minutes, agendas, and other documents, as directed.
4. Process office actions requiring technical knowledge and several steps for completion.
5. Perform technical data input relating to office functions; produce reports, as needed.
6. Monitor matters in progress; follow up to ensure progression and completion of necessary actions.
7. Maintain organizational files and records; scan images and documents to store, modify, and retrieve by computer; copy documents, as needed.
8. Perform office support duties; process, sort, and distribute incoming and outgoing mail and reports; maintain office supplies.
9. Maintain high standard of confidentiality with records and information.
10. Provide copies of file contents according to policy, GRAMA, or court order; ensure files are only accessed by authorized persons.

### For Office Use Only

Job Code: 6709  
Job Title: Office Specialist - Attorney  
FLSA: Non-Exempt  
Effective Date: 5/25/2023  
Public Safety: No

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

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of various computer programs unique to the Utah County Attorney's Office
- Skilled in basic reading, writing, and math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Ability to maintain cooperative relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to create and maintain files, records, and reports
- Ability to maintain confidentiality
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to correctly use grammar, spelling, and punctuation
- Ability to understand and follow broad objectives and instructions
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job operates in a professional office environment or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes 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.

### **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 typically sits at a table and is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) 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.

For Office Use Only

Job Code: 6709

Job Title: Office Specialist - Attorney

FLSA: Non-Exempt

Effective Date: 5/25/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**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. One (1) year of general clerical or customer support work experience.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
2. Preference may be given to applicants who are bilingual in English and Spanish.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**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.

**For Office Use Only**

Job Code: 6709

Job Title: Office Specialist - Attorney

FLSA: Non-Exempt

Effective Date: 5/25/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**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 \_\_\_\_\_

For Office Use Only

Job Code: 6709

Job Title: Office Specialist - Attorney

FLSA: Non-Exempt

Effective Date: 5/25/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor