



# Office Specialist – Commission

## Job Description

Department: Commission  
Position: Career Service  
Grade: 717  
Supervisory: No  
Reports to: County Administrator

### Summary

Under the direction of the County Administrator, the Office Specialist - Commission performs a variety of administrative, clerical, reception, and customer service functions to support the efficient operations of the County Commission Office. This role processes technical office actions, coordinates meetings and events, and maintains County records. The incumbent must possess knowledge of relevant policies, procedures, and laws, and exercise independent judgment and discretion in handling tasks that contribute to the efficiency of the office.

### Essential Functions

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

1. **Provide superior customer service by assisting visitors and callers.** Offer initial responses to questions, complaints or issues, following established communications policies and procedures. Serve as a primary point of contact for community members.
2. **Process routine and technical office actions.** Draft correspondence, sort and distribute mail, and prepare statistics reports, meeting minutes, agendas, and other items as assigned.
3. **Monitor and update matters in progress, and update department documents.** Ensure timely progression and completion of necessary actions. Update department documents including board appointments, office assignments, or other administrative documents.
4. **Support the Assistant to the County Administrator** in coordinating work, implementing changes, and maintaining standard operating procedures (SOPs)
5. **Coordinate staff onboarding and office resources management.** Manage office supplies, equipment, and space allocation to ensure efficient operations.
6. **Manage administrative tasks.** Prepare and track department purchase orders, procurements, and departmental budgets.
7. **Organize and coordinate meetings, events, and appointments.** Provide support for senior officials, county-wide events, and interdepartmental initiatives.
8. **Maintain and manage County documents and files,** such as meeting minutes, contracts and resolutions. Ensure proper preparation, finalization, recording, and archiving of documents according to County ordinance. Ensure documents are available for retrieval via computer.

### For Office Use Only

Job Code: 6285  
Job Title: Office Specialist – Commission  
FLSA: Non-Exempt  
Effective Date: 10/31/2024  
Public Safety: No

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

9. **Support other projects as assigned** This may involve varied tasks depending on the project.

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

- Knowledge of policies, procedures, and laws relevant to work performed
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of the functions and locations of County departments
- Knowledge of various document retention schedules and requirements
- Highly skilled in customer service
- Skilled in effective organization techniques
- Skilled in problem-solving
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing and data entry
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to work with minimal supervision
- Ability to follow general instructions
- Ability to maintain a high degree of professionalism
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain strict confidentiality, particularly with records and information

#### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

#### **Work Environment**

Work is primarily performed in a professional office setting with frequent use of standard office equipment, including computers, phones, photocopiers, shredders, and filing systems. This

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position requires regular contact with the public, which expose the employee to individuals who are upset, agitated, or otherwise emotionally distressed, as well as potential exposure to common illnesses. The noise level in the office is typically 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 is frequently required to stand, 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 office supplies up to thirty (30) pounds.

### **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. Three (3) years of general clerical 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 with additional years of clerical or customer service work experience.
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 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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