



# Senior Office Specialist – Commission

## Job Description

Department: Commission  
Position: Career Service  
Grade: 718  
Supervisory: No  
Reports to: County Administrator

### Summary

Under the direction of the County Administrator, performs complex clerical duties designed to expedite the customer service, reception, and records management functions of the Commission Office. Incumbents serving in this classification possess considerable knowledge of the policies, procedures, and laws affecting the work and perform duties of considerable difficulty that involve independent judgment and advanced analysis.

### Essential Functions

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

1. Ensure efficiency and compliance with government regulations and policies in all office activities; oversee and coordinate administrative tasks; maintain standard operating procedures (SOPs) for the Commission Office and updated information on relevant laws and regulations; review office procedures and recommend changes to optimize workflow and productivity; support the Assistant to the County Administrator with implementing changes, as authorized.
2. Coordinate office resources, including supplies, equipment, and space allocation, to optimize functionality.
3. Function as a liaison between the County Commission and other County departments; facilitate effective communication and information flow.
4. Coordinate complex administrative tasks, such as budget tracking, procurement, and project management.
5. Coordinate meetings, events, and appointments for senior officials; plan county-wide events and facilitate interdepartmental initiatives, as assigned.
6. Serve as a point of contact for resolving escalated customer service issues.
7. Assist with preparing reports and presentations, as assigned.
8. Make recommendations and attend Board meetings; attend and record closed meetings; ensure confidentiality of information and safekeeping of associated records.
9. Take minutes of advisory or other boards meetings, as assigned.
10. Number and log County documents such as contracts, resolutions, ordinances, and agreements; monitor status of documents for proper return and finalization, ensuring signatures from

### For Office Use Only

Job Code: 6283  
Job Title: Senior Office Specialist – Commission  
FLSA: Non-Exempt  
Effective Date: 5/13/2024  
Public Safety: No

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

appropriate executives and parties are obtained; maintain official record and ensure documents are recorded according to County ordinance, policy or practice and filed, scanned, or otherwise archived according to retention schedule and legal requirements.

11. Train Commissioners, Senior Policy Advisors, and Commission staff on SOPs, technology, and procedures for the Commission Office including the agenda system, finance system, and contracts system.
12. Support special projects, as assigned.

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

- Considerable 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 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

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

Work is performed in a professional office environment. This employee routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to

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individuals who may be angry, agitated, or otherwise upset. 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 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. Five (5) years of general clerical support work experience, including (2) years directly related to the duties described above.
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.

### **AAP/EEO Statement**

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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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