Senior Office Specialist - Commission

Job Description

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

Summary

Under general guidance and direction of the County Administrator, performs a variety of specialized clerical and office support duties to expedite day-to-day operations of the County Commission Office. This advanced level requires considerable knowledge of relevant policies, procedures, and laws and the ability to exercise independent judgment and discretion in carrying out assigned duties.

Essential Functions

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

1. Serve as a primary point of contact for community members; assist visitors and callers by providing information and guidance on appropriate processes; provide initial responses to questions, complaints, or concerns in accordance with established communications policies and procedures.
2. Process routine and technical office actions; draft correspondence; sort and distribute mail; prepare statistical reports, meeting minutes, agendas, and other documents, as assigned.
3. Monitor matters in progress and follow up to ensure timely progression and completion of actions; maintain and update department documents, including board appointments, office assignments, and other administrative documents.
4. Prepare and track department purchase orders, procurements, and departmental budgets; identify discrepancies and issues; recommend solutions; assist with processing and tracking time-sensitive payments.
5. Monitor purchasing card activity and reconcile transactions weekly; ensure required financial documentation is complete.
6. Review department clerical and administrative work processes and recommend improvements; implement changes following approval; provide backup support for administrative functions, as needed.
7. Coordinate travel arrangements for the County Administration department.
8. Support the Assistant to the County Administrator in coordinating work, implementing changes, and maintaining standard operating procedures (SOPs).

For Office Use Only

Job Code: 6283
Job Title: Senior Office Specialist - Commission
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: No

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

9. Coordinate staff onboarding and manage office resources, including supplies, equipment, and space allocation; provide training to new employees on budget software and other office functions.
10. Organize and coordinate meetings, events, and appointments; provide support for senior officials, countywide events, and interdepartmental initiatives.
11. Maintain County documents and files, including meeting minutes, contracts, and resolutions; ensure proper preparation, finalization, recording, and archiving according to County ordinance; maintain documents for electronic retrieval.
12. Monitor Commission agenda requests; enter new requests, as directed; ensure documents, resolutions, and agreements are routed appropriately; forward completed documents and resolutions; assist with tracking contract expiration dates.
13. Provide support for other projects and perform a variety of tasks based on project needs, 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
- Knowledge of basic bookkeeping, purchasing, and financial recordkeeping practices
- Highly skilled in providing customer service
- Skilled in organizing and prioritizing work to meet deadlines
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in identifying discrepancies and recommending solutions
- Ability to communicate effectively verbally and in writing
- Ability to create and maintain accurate files, records, and reports
- Ability to review documents and transactions for accuracy and completeness
- Ability to coordinate meetings, appointments, events, and travel arrangements
- Ability to understand and follow general instructions and carry out assigned duties with minimal supervision
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain strict confidentiality of records and information
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility
This position has no direct supervisory responsibility.

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.

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 necessary for this job include close vision and the ability to adjust focus. The employee is required to type, file, and lift office supplies 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. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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 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 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. 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.

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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