



EMPLOYMENT OPPORTUNITY

PART TIME CLERK – Parks & Cemetery **Public Services Department**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

EXPERIENCE AND TRAINING GUIDELINES

Equivalent to the completion of the twelfth grade. Minimum two (2) years clerical work experience with experience and/or training in the use of Microsoft software programs. Ability to type at a speed necessary for successful job performance.

KNOWLEDGE OF

Knowledge of basic office procedures; how to provide excellent customer service; computer software programs including Windows, Microsoft Word, Microsoft Excel, Microsoft Outlook; preferable knowledge of, but not required, Microsoft Access.

SKILLS AND ABILITIES

Strong communication, interpersonal and organizational skills, including excellent customer service skills. Ability to assume responsibility, work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard internal practices. Ability to work quickly and accurately under pressure and meet deadlines while maintaining a positive attitude. Detail oriented ability to prioritize, organize and coordinate projects. Ability to interact with staff and management. Must be able to maintain a consistent attendance record.

ESSENTIAL FUNCTIONS

Provide overall clerical and reception support for the Parks & Cemetery Division. Under general supervision, perform work of moderate difficulty in completing a variety of assigned clerical tasks; answer multi-line telephone; direct customers. Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, or sitting for extended periods of time. Other duties as assigned by management.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

VETERAN'S PREFERENCE POINTS

Applicants **MUST** submit a copy of his/her DD-214 during interview process to receive veteran's points. This is for initial appointments only.

EDUCATION REQUIREMENT

Successful applicant **MUST** submit a copy of their high school diploma or GED with application.

DRIVER LICENSE REPORT (MVR)

Driver license report (MVR) will be obtained by the Human Resources division if applicable.

SALARY/HOURLY RATE

\$11.00 - \$14.00 per hour DOQ - approximately 29 hours per week.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications or resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

May 18, 2021