NOTICE OF JOB OPENING
Part-Time Secretary

Posting Date: **January 11, 2017**
Department: **Power**
Reports to: **Power Director**
Salary Range: **$15.00 - $20.00 per hour**
Position Type: **Part-Time – As Needed – NO REGULARLY SCHEDULED HOURS**
How to Apply: **Applications available at bountifulutah.gov (City Application REQUIRED)**
Send to: Human Resources, 790 South 100 East, Bountiful, UT 84010
Email: jobs@bountifulutah.gov

Deadline to Apply: 6:00 p.m., January 18, 2017

Definition:
Performs secretarial duties and acts as a receptionist for the Light & Power Department. This is a fill-in, as needed position to cover the duties of the full time secretary when she is not working.

Essential Job Functions
1. Answers telephone, takes messages such as power outage calls and informs proper personnel. Schedules appointments for Light & Power Department Director and staff.
2. Acts as receptionist and directs public to proper personnel.
3. Maintains department filing system.
4. Prepares letters, correspondence, memos, federal and local reports, statistical data, legal forms, etc.
5. Maintains all office supplies and reorders when necessary. Works with suppliers of all office equipment to insure ongoing maintenance and breakdowns are repaired.
6. Types daily list of connects and disconnects.
7. Maintains ongoing customer lists such as: street light repairs, connects and disconnects, underground repair programs, etc.
8. Sorts and distributes mail accordingly to department employees.
9. Acts as liaison between Power Department employees working in the field and City Hall.
10. Establishes effective communications and good relations with the public and all other city employees by being courteous and friendly. Presents a professional image in both appearance and demeanor. Handles stressful situations competently with calmness and appropriate speed.
11. Performs other duties as assigned.

Critical Skills-Expertise:
Skill in establishing and maintaining effective working relationships with Co-workers, Supervisor, Department Heads, City Officials, and the public.
Essential knowledge of typing, spelling, vocabulary, office procedures and techniques, analytical abilities and good knowledge of all office equipment.
Must have the ability to type 50 words per minute.
Skill in effectively communicating both verbally and in writing.

Physical Requirements:
This position requires lifting of up to ten pounds and occasional lifting of up to 25 pounds. Some bending, stooping, and/or lifting will be required.

Education and Experience:
High school graduate or equivalent.
A minimum of two (2) years secretarial experience.
Must have a valid Utah Driver's License and be able to pass a pre-employment background and drug test.