

Provo City Housing Authority Office Specialist I: Full Time

Job Summary

This full time Office Specialist performs secretarial, clerical, receptionist, or other office functions as required for Provo City Housing and Utah Regional Housing. Successful applicant will work under the general supervision of higher classified office staff.

Duties Include:

Answers multi-line telephone, directs calls, answers elementary intake questions;
Types letters, statements, narrative and statistical reports, minutes, agendas and other documents as required;
Performs data input relating to office functions;
Assists visitors in accurately completing forms and applications;
Maintains organizational files and records;
Sorts and delivers incoming mail; meters and mails outgoing mail;
Other duties as assigned;

Evaluation and Selection Factors:

Ability to maintain cooperative relationships with those contacted in the course of work activities;
Skill in written and verbal communication;
Ability to type 40 WPM net and knowledge of various computer applications including word processing and data entry;
Ability to correctly use grammar, spelling, and punctuation;
Ability to speak Spanish a plus, but not required.

Licensing:

Must demonstrate legal resident status;
Must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Requirements for Employment:

Equivalent to a high school diploma;
One (1) year secretarial training including computer skills; or
One (1) year work experience providing general office support.

Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background.

Additional Information

Compensation and Benefits

- Salary – Competitive salary based on experience
- Benefits package
- Full -Time (In Office: Monday- Thursday 7:30am – 6:00pm)

