



ADMINISTRATIVE ASSISTANT (PART-TIME)

Alpine City
20 North Main
Alpine, Utah 84004
(801) 756-6347 ext. 3

Job Title: Administrative Assistant (Part-Time)
Department: Front Office at City Hall
Reports to: Finance Director
Status: Part-Time, (non-exempt, hourly)
Wage: \$12-15 per hour, DOQ
Close Date: August 19, 2016
Hours: 20 hours per week

Position Summary:

This position is responsible for performing a variety of clerical, and administrative support for Alpine City. The individual will answer incoming phone calls; provide assistance to the public; coordinate various office functions and services; process utility payments, and other duties as assigned by the City Administrator and Finance Director.

Required Knowledge, Skills and Abilities:

- Knowledge of office phone practices and procedures; be able to answer, transfer calls and take messages.
- Assist in taking garbage and recycling can orders from residents.
- Reimburse residents for library card purchases.
- Distribute dump passes to the residents.
- Process mail and distribute to staff.
- Receive and receipt utility and other payments in the office and over the phone.
- Scan forms for records and help with general filing.
- Assist residents with completing forms for utility disconnects, new service, sewer lateral inspections, pressurized irrigation inspections, and new meter sets.
- Support staff with collection calls to residents regarding their delinquent utility account.

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 frequently required to stand, sit, reach with hands and arms, talk, hear, see, walk, stoop, kneel, crouch or crawl, use hands to grab and handle or feel and lift up to 25 pounds. The employee must occasionally lift and/or move more than 25 pounds. Duties require sufficient mobility to work in a typical office setting and use

standard office equipment, as well as sustained posture in a seated position for prolonged periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Minimum Qualifications:

- High school graduation or GED, and
- One (1) year of related experience; or
- An equivalent combination of education and experience.
- Must be able to pass an extensive background check and drug screen.
- Must have a valid Utah driver's license.

Application instructions:

Qualified applicants must sign and submit a completed Alpine City employment application to the Alpine City Human Resources Department. The employment application can be obtained at the Alpine City Hall or online at www.alpinecity.org. Completed applications may be submitted via email (send to awinberg@alpiencity.org), via mail, or at the Alpine City Hall. Applications received after the position close date will not be considered. All sections of the application must be completed and legibly filled in. Additional information may be attached if necessary.

Applications that are incomplete, that do not specify the job applying for or that list multiple positions will not be considered.

Applicants needing further information regarding the position or needing assistance due to a disability should contact Alice Winberg, at awinberg@alpinecity.org.