

# South Jordan City

## Job Description

<b>Title:</b>	<b>Office Aide - DS</b>	<b>Effective Date:</b>	<b>2/1/16</b>
<b>Org:</b>	<b>100410</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>S-4</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Performs a variety of clerical duties as needed to support the City.

### SUPERVISOR

Executive Assistant

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Audit physical files and scan to convert to electronic versions.

Greet the public; provide walk-in patrons with requested forms, publications and other informational materials.

Direct walk-in clients and visitors to proper office locations.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Six (6) months experience in above related duties;

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills, and Abilities:

Basic public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of personal computer; operation of standard office equipment; some knowledge of basic mathematics; some knowledge of basic public relations.

Ability to operate a personal computer and Microsoft products.

Ability to work independently; operate standard office equipment; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate standard office equipment; effective working relationships with supervisors, fellow employees, and the public.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Engineering</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>n/a</b>