



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

Position Description: Administrative Support Specialist
Department: Community & Economic Development
Supervisor: Division Manager – Planning & Business Licensing
Revision Date: April 10, 2019

POSITION SUMMARY

The Administrative Support Specialist reports to the Division Manager of Planning and Business Licensing; performs a variety of specialized technical-clerical electronic document conversion and imaging duties; preserves, archives, and permanently retains public documents and records, including information processing, data entry and validation, file management, and other clerical activities; and performs related customer service responsibilities.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1.1 Retrieves and prepares a variety of documents, reports, plans, correspondence, and other records from a number of department sources and of various shapes and sizes (including maps, building plans and other large size images) for filing and scanning;
- 1.2 Scans and commits images to online archival storage utilizing an imaging scanner; maintains quality of images by using prescribed controls and methods as required by the imaging device and department policy;
- 1.3 Verifies scanned documents' accuracy with source documents; reconciles errors and resolves discrepancies;
- 1.4 Maintains a manual and/or an automated recordkeeping system to identify, maintain, store, and control source documents and electronic records;
- 1.5 May prepare electronic documents for public records;
- 1.6 May receive the public; answer telephone and screen calls; answer questions; take messages and/or refer others to appropriate resources;
- 1.7 Train department employees on document storage management;
- 1.8 Assists with the daily operations of the department and related projects/processes
- 1.9 Performs related duties as assigned

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent and two years' experience in related field, or any equivalent combination of related education and experience.
- Must possess a valid Utah state driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Skill in word processing, office machine usage and general computer knowledge
 2. Skills in organizing and maintaining public documents and records
 2. Ability to communicate effectively both verbally and in writing, ability to work and coordinate with City business owners and citizens on zoning, housing, nuisance, health and city code issues.
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HOURLY RANGE: \$16.19 per Hour – PART TIME POSITION.

CLOSING DATE: Open until filled.

MUST COMPLETE CITY APPLICATION

Resumes submitted without applications will not be considered.

Application available on website at www.southsaltlakecity.com

or apply in person at

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South), 2nd Floor

2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS BUSINESS USES E-VERIFY