



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

April 7, 2021

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

URBAN LIVABILITY SECRETARY I

POSITION SUMMARY

The Urban Livability Secretary reports to the Urban Livability Director; provides a variety of secretarial and administrative support; handles differing situations, problems and deviations in the work of the department according to Department Head's priorities, duties, policies and program goals.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides secretarial and administrative support to Urban Livability Director and department
 - 1.1 Composes, types and edits a variety of correspondence, reports, memoranda, and other department projects requiring judgment as to content, accuracy, and completeness
 - 1.2 Maintains office files, records (general and confidential in nature), office supplies and general office appearance
 - 1.3 Provides support to Code Enforcement and Community Connection
2. Provides assistance to public
 - 2.1 Answers and directs office incoming telephone calls and walk-in visitors
 - 2.2 Assists visitors and clients with information about City programs and services
3. Assists Department Director with special assignments and projects

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and four years related experience, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of department programs, services, and administrative procedures; knowledge of telephone etiquette.
2. Skill in word processing, office machine usage and the operation of micro-computers.
3. Ability to communicate effectively both orally and in writing; ability to use independent judgment; ability to manage multiple tasks, projects, and deadlines simultaneously and use good judgment in prioritizing work assignments; ability to establish and maintain effective working relationships with a wide variety of people, including city officials, co-workers, businesses, volunteers and volunteer organizations, and the general public. (General clerical skills to be measured through valid testing methods or through verifiable work experience.)

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. The employee is frequently required to use hands and arms to operate objects, tools or controls. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee occasionally works near moving mechanical parts or in outside weather conditions. The noise level in the work environment is usually quite in the office and moderately noisy while working in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Grade: 15

ANNUAL SALARY RANGE: \$32,030 – \$48,449 (typically hire at minimum)

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

**Resumes submitted without an application will not be considered.
Application available on website at www.sslc.com and/or fax to 801-412-3276**

**CITY OF SOUTH SALT LAKE
220 EAST MORRIS AVENUE (2430 South)
2nd FLOOR
SOUTH SALT LAKE, UT 84115**

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

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY