



BUILDING DEPARTMENT ASSISTANT

Opening Date: May 16, 2018

Closing Date: Until Filled

JOB SUMMARY:

This is a part-time, non-benefitted, position assisting with the clerical needs of the City's Building department. The position reports directly to the Public Works Director/Building Official and works closely with the entire department in achieving City-wide goals and objectives.

ESSENTIAL DUTIES:

- Perform a variety of general administrative and clerical duties
- Answer phone calls and assist customers by providing general information
- Coordinate with building permit applicants to relay information regarding issuance
- Passport acceptance duties, including completion of a certification test
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective in oral and written communications
- Basic knowledge of office practices and procedures
- Excellent organizational skills
- Deal effectively with the public and staff members
- Proficient with Microsoft products (Word, Excel, etc.) and general computer knowledge and skills
- Fun, outgoing personality and ability to work independently and as a team

QUALIFICATIONS:

- Required: High School degree or equivalent; two years business/office experience
- Preferred: Associates Degrees and/or municipal experience

SCHEDULE:

20-24 hours per week

SALARY:

\$12.50 - \$13.50/hour starting, DOE.

Send completed City of Cedar Hills employment application, resume, and cover letter to:
Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or gordon@cedarhills.org.

Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.