

## **Front Desk Office Specialist**

Department: Administrative/Judicial      Classification: Part-time

FLSA Designation: Non-exempt

Salary Range: \$16.00 to \$20.00 per hour

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### **REPORTING RELATIONSHIPS**

Position Reports to: City Recorder

Positions Supervised: None

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### **DISTINGUISHING FEATURES OF THE POSITION**

The Front Desk Office Specialist serves at the pleasure of the City Recorder under the general supervision of the Mayor. This position has the responsibility of taking care of the public at the front desk and works closely with court and all aspects of city matters.

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### **FUNCTIONS & DUTIES**

As Front Desk Office Specialist, this position will be responsible to:

- Answer phone calls and public inquiries
- Process business licenses, building permits, registration fees, etc
- Perform computer application, typing, word processing, spreadsheets, printing, faxing, scanning and mailing
- Receipt payments for all municipal departments
- Schedule inspections and work with building inspector
- Answer planning and zoning questions
- Attend city council or planning commission meetings when necessary
- Prepare minutes
- Enter and process citations and any other documents involved in each citation
- Work with judge, city prosecutor, law enforcement and the public for various proceedings
- Help with processing citations on a regular basis, sending out delinquency notices and issuing warrants of arrest for Judge's signature
- May help perform background checks for court purposes
- Attend court proceedings as assigned
- Attend training relating to the justice court as assigned
- Attend court to assist the Judge as needed
- Maintain strict confidentiality for all proceedings
- Assist in maintaining city website and social media
- Help with processing small claims cases
- Assist City Recorder as needed
- Other duties as assigned

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**QUALIFICATIONS**

**EDUCATION / CERTIFICATION:**

- High School Diploma required; CORIS and court experience is highly preferred.

**REQUIRED KNOWLEDGE:**

- Use of addition, subtraction, multiplication and division of numbers including decimals and fractions.
- Simple use of formulas, charts, tables, drawing, specifications, schedules, wiring diagrams, use of adjustable measuring instruments, checking of reports, forms, records and comparable data where interpretation is required.
- Intermediate knowledge of basic computer and technical skills.
- Knowledge of public meeting laws of the State of Utah.
- Knowledge of basic parliamentary procedures.
- Basic knowledge of the Justice Court system and terminology.
- Knowledge of City's codes, policies, and procedures.
- Knowledge of the Utah's records retention laws

**EXPERIENCE REQUIRED:**

- A minimum of two years of experience in justice court and/or city government

**SKILLS / ABILITIES:**

- Skill in computer literacy and experience in operating CORIS, Caselle, Microsoft Office, word processing and spreadsheets.
- Skill in drafting minutes, letters and documents.
- Skill in managing website and social media sites.
- Skill in communicating effectively, both orally and in writing.
- Skill in working effectively and comfortably with other people.
- Skill in preparing and processing records for long term storage.
- Must be able to pass a pre-employment drug screening test.
- Skill in cataloging and filing public records in accordance with state statutes.
- Requires moderate independent decision making/interpretation within duties of daily operations within a functional area.

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**WORKING CONDITIONS:**

- Working conditions may vary.
- Work is typically performed in an air-conditioned office.
- No significantly hazardous conditions exist.