

NOTICE OF JOB OPENING

February 7, 2025

Utah Associated Municipal Power Systems (“UAMPS”) has an opening for an Office Specialist II – Clerical. The salary range for the position is \$41,617 – \$62,425 annually [DoE]. Please see the attached job description for details of essential functions and qualifications. Applications accepted until February 14, 2025. Applicants may submit a cover letter and resume to resume@uamps.com.

Job Description



Job Title: Office Specialist II - Clerical

Department: Administration

Position Reports To: Manager of Administrative Services

Position Supervised: N/A

Job Overview

Responsible for providing administrative and clerical support to management, administrative personnel, and departments as assigned. Types and assembles minutes, letters, memos, presentations, data lists, email lists, text lists, spreadsheets, and reports. Assists in the coordination and running of electronic meetings and presentations for a variety of meetings and special member events. Responsible for special projects as assigned. Provides back-up receptionist support. Answers questions and directs telephone calls and visitors. Assist with bulk mailings, ordering office supplies, and special member events as needed. Ensures the Manager of Administrative Services is well informed.

Responsibilities and Duties

1. Assumes responsibility for the effective performance of assigned administrative and clerical functions.
 - a. Types and assembles a variety of documents including minutes, letters, memos, presentations, spreadsheets, data lists, email lists, text lists, reports, and statistical charts.
 - b. Organize and maintain files, records, and schedules.
 - c. Assists Company personnel with travel and conference registrations. Schedules, arranges, and sets up accommodations, as necessary.
 - d. Assists in running electronic meetings and presentations for a variety of meetings, conferences, and special events.
 - e. Updates and maintains electronic files for correspondence, contracts, documents, records, minutes, reports, etc.
 - f. Provides back-up receptionist support. Receives and screens visitors and telephone calls and relays messages. Escorts visitors to proper offices and announces them. Assists in maintaining the calendar of office activities. Schedules, arranges, and sets up catering, as needed. Assists in overseeing the maintenance of office equipment including the telephone system, copiers, fax, computers, and printers. Orders office supplies including toner, fuser modules, and paper.
 - g. Performs miscellaneous support duties as needed including meeting set-up, copying, running errands, ensures that work areas are clean, secure, and well maintained, and provides break relief for area personnel.
 - h. Assists in preparing bulk mailings. Organizes and puts together mailing materials and utilizes FedEx, UPS, and postal services.
 - i. Retrieves information as requested.

2. Assumes responsibility for maintaining effective business relations with members, vendors, and the general public.
 - a. Resolves requests, complaints, and problems or refers them appropriately.
 - b. Promotes goodwill and conveys a positive image of the Company.
 - c. Performs support duties for events, conferences, and meetings.
 - d. Updates member directory, membership, and Company data lists.
3. Assumes responsibility for establishing and maintaining effective working relationships with staff and with management.
 - a. Assists other administrative personnel as needed.
 - b. Keeps management informed of activities and of any significant problems.
 - c. Performs back-up Receptionist duties as needed.
 - d. Assists office staff with various tasks.
4. Assumes responsibility for related duties as required or assigned.
 - a. Performs miscellaneous clerical and administrative tasks.
 - b. Performs special projects as assigned.
 - c. Ensures that work area is clean, secure, and well maintained.

Performance Measurements

1. Typing is accurate, neat, and promptly completed.
2. Good business relations exist with outside professionals and with members. Activities and events are effectively supported.
3. Telephone calls and visitors are courteously received.
4. Documents and reports are accurately produced and up to date.
5. Administrative support functions are effective and efficient.
6. Good communication and coordination exist with area personnel and with management. Assistance is provided as needed. Management is appropriately informed.
7. The Company's professional image is projected and maintained.

Qualifications

Education/Certifications	High school graduate or equivalent.
Required Knowledge	<p>Knowledge of word processing, spreadsheet applications, records maintenance, and standard office procedures.</p> <p>Knowledge of correct grammar, usage, and punctuation.</p> <p>Understanding of basic math and accounting principles.</p>
Required Experience	One or more years of related experience.
Required Skills/Abilities	<ul style="list-style-type: none"> • Filing • Proficient typing skills. • Good interpersonal and public relations skills. • Solid analytical, creative, and problem-solving abilities. • Able to work well independently. • Able to use standard office equipment including computer, phone system, fax, copier, etc.

Working Conditions

No hazardous or significantly unpleasant conditions (such as in a typical office).