

NOTICE OF JOB OPENING

January 16, 2025

Utah Associated Municipal Power Systems (“UAMPS”) has an opening for an Office Specialist I - Receptionist. The salary range for the position is \$37,540-56,310 annually (DoE). Please see the attached job description for details of essential functions and qualifications. Applications accepted until January 31, 2024. Applicants must submit a cover letter and resume to resume@uamps.com.

Job Description



Job Title: Office Specialist I - Receptionist

Department: Administration

Position Reports To: Manager of Administrative Services

Position Supervised: N/A

Job Overview

Responsible for directing telephone calls, visitors and answers questions to Company personnel, members, and outside entities. Responsible for providing administrative and clerical support to management, administrative personnel, and departments as assigned. Provides notary services as needed. Types and assembles letters, memos, and reports. Maintains the calendar, prepares documents for digitizing, processes mail, and assists in coordinating meetings and special member events. Coordination of Member Equipment. Coordination of Vehicle calendars and maintenance. 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. Receives and screens visitors and telephone calls and either notifies staff members or records and relays messages. Escorts visitors to proper offices and announces them.
 - b. Updates and maintains files for correspondence, contracts, documents, records, minutes, reports, etc. Retrieves information as requested.
 - c. Prepares documents for digitizing. Reviews and condenses data and ensures accuracy. Purges documents as assigned.
 - d. Processes, copies, and mails Company bills and assists the Accounting Department with a variety of clerical duties.
 - e. Types and assembles a variety of documents including memos, letters, and reports.
 - f. Maintains the calendar of office activities. Schedules and records meetings and events and arranges and sets up accommodations, as necessary.
 - g. Coordinates Member Equipment schedules and maintains equipment.
 - h. Coordinates Vehicle schedules and maintenance.
 - i. Updates fax machine names and numbers as needed.
 - j. Maintains business addresses for the mailing list.
 - k. Assists in ordering and maintaining office supplies including toner, fuser modules, and paper for the copy machine, fax, and printers.
 - l. Performs miscellaneous support duties including copying, running errands, and providing break relief for area personnel.

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. Informs members of scheduled events and conferences.
 - c. Promotes goodwill and conveys a positive image of the Company.
 - d. Performs support duties for member events, conferences, and meetings.
3. Assumes responsibility for establishing and maintaining effective working relationships with area staff and with management.
 - a. Assists other administrative personnel as needed.
 - b. Keeps management informed of area activities and of any significant problems.
 - c. Provides support to the Accounting Department as assigned.
 - d. Performs Receptionist duties as needed.
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 well supported.
3. Telephone calls and visitors are courteously received.
4. Documents and reports are accurately produced and up to date.
5. Files are well maintained.
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, microfilming, 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"> • Proficient typing skills. • Good interpersonal and public relations skill. • 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).