



STATE OF UTAH
invites applications for the position of:

Office Specialist I

SALARY:	\$15.00 Hourly
OPENING DATE:	01/08/21
CLOSING DATE:	01/13/21 11:59 PM
# OF OPENINGS:	3
BENEFITS:	This position is eligible for a full benefits package. See benefits tab below for details.
LOCATION:	Division of Corporations and Commercial Code - 160 East 300 South, Salt Lake City, Utah
RECRUITER:	Tehra Gorski, tgorski@utah.gov
SCHEDULE CODE:	B - Competitive Career Service - Employment in this position requires a probationary period.
SCHEDULE CODE DESCRIPTION:	12 month probationary period.
JOB DESCRIPTION:	

Do you want to put your professional office skills to use for the State of Utah? The Utah Department of Commerce, Division of Corporations and Commercial Code has three open Office Specialist I positions. Apply for the opportunity to be a part of a great team and gain work-life balance and wonderful benefits.

In this position you will be working in a busy office environment, learning about appropriate registration standards that will be applied to entering, updating, and retrieving business entity information.

Principal Duties

You will focus mainly on data entry and document processing.

- Understanding appropriate registration standards.
- Entering Data.
- Processing documents.
- Reviewing for accuracy and completeness.
- Updating information and/or evaluating against policy.
- Comparing elements for consistency or logical relationships.
- Retrieving data found in databases and generating requested reports.
- Assisting the public and others to locate, view, or assemble filmed, scanned, or archived documents and/or information.
- Verifying data entry by comparing the source document against input data.
- Receiving, researching, and responding to incoming questions or complaints.
- Scanning documents.
- Providing information, explaining policy and procedures, and/or facilitating a resolution.
- Potentially providing online chat customer service.

The Ideal Candidate

Our ideal candidate will have:

- A working knowledge of Google applications and Microsoft applications.
- Skills in multitasking.
- The ability to work collaboratively, independently, and effectively for the public welfare.
- The ability to deal well with difficult people.
- The ability to maintain a high degree of professionalism.

Preference

May be given for someone that speaks English and Spanish fluently.

Why you should join our team

This position is eligible for a rich benefits package, generous paid time off, and great work-life balance. You can learn more about offered benefits [here](#).

You should [visit our website](#) to learn more about our division.

The Agency

Department of Commerce is the licensing and registration agency for Utah's professional and business community. The Division of Corporations and Commercial Code provides oversight of business registrations, trademarks, Uniform Commercial Code filings.

The Department's **vision** is to contribute to the success of Utah businesses, professionals, and consumers by creating a favorable economic environment.

The Department's **mission** is to promote commerce and protect Utah consumers through fair commercial and professional practices.

You should [visit the agency website](#) to learn more.

EXAMPLE OF DUTIES:**TYPICAL QUALIFICATIONS:**

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- Ability to deal with people in a manner which shows sensitivity, tact, and professionalism.
- Knowledge of principles, practices and procedures of an office environment.
- Ability to speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally.
- Ability to operate office equipment.
- Ability to follow written and/or oral instructions.
- Ability to communicate fluently in English.
- Ability to establish, organize and/or maintain files.
- Ability to evaluate information against a set of standards.
- Ability to make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.
- Ability to communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing.
- Ability to maintain confidentiality.
- Ability to plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines.
- Ability to organize information in a clear and concise manner.
- Ability to use automated software applications.

- Knowledge of proper grammar, spelling and punctuation.

SUPPLEMENTAL INFORMATION:

- As a condition of employment with the Department of Commerce, employees shall receive compensatory time off in lieu of payment in cash for all overtime worked under the Fair Labor Standards Act (FLSA).
- DHRM rules apply for promotions/transfers.
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items, etc. Special physical demands are not required to perform the work.
- DHRM rules apply for promotions/transfers.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/utah>

Position #25532
 OFFICE SPECIALIST I
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2120 State Office Building
 Salt Lake City, UT 84114

statejobs@utah.gov

Office Specialist I Supplemental Questionnaire

- * 1. The interview selection process is based on your answers to the application questions. Your answers to the questions on this application must be supported by your resume or work history otherwise you may not receive credit. Failure to answer the application questions completely and appropriately may result in disqualification. Please do not copy/paste a passage from your resume to answer the questions. "See resume" or "see work history" are not acceptable answers to any question. I understand and agree to follow the above statement.
- Yes
 No
- * 2. How many years of professional office/clerical experience do you have?
- None
 Less than 1 year
 1 or more years
- * 3. Please describe your experience to support your answer above. Response format: EMPLOYER - MM/YYYY to MM/YYYY - DESCRIPTION. Type N/A if you selected None.
- * 4. How many years of professional data entry experience do you have?
- None
 Less than 1 year

- 1 or more years
- * 5. Please describe your experience to support your answer above. Response format: EMPLOYER - MM/YYYY to MM/YYYY - DESCRIPTION. Type N/A if you selected None.
- * 6. From the list below, please select all that apply to your experience/capabilities.
- Experience with Microsoft Word (Navigate in a document and perform a search. Select and move text. Format characters and paragraphs; work with tabs, indents, margins, lists, breaks, and spacing.)
 - Experience with Microsoft Excel (Enter, correct, and save data. Format cells, rows, and columns. Modify a database and insert data from another application.)
 - Experience with Google Apps (A strong working Knowledge of Gmail, the ability to navigate and work within various apps such as: Drive, Docs and Sheets and an understanding of the "Share" functions.)
 - Experience with Google Sheets (Enter and correct data. Format cells, rows, and columns.)
 - Experience with Google Docs (Navigate in a document and perform a search. Select and move text. Format characters and paragraphs; work with tabs, indents, margins, lists, breaks, and spacing.)
 - Experience with Google Drive (Maintain and manage saved and shared docs, navigate between shared folders.)
 - Proprietary Software (software that is owned by an individual or a company)
 - None
- * 7. Tell us where you gained your computer experience selected above.
- * 8. Are you proficient enough in Spanish to answer questions, discuss services and lead discussions with individuals who have limited English proficiency?
- Yes
 - No
- * 9. Please indicate how you heard about this specific job posting.
- State Jobs
 - An External Job Posting Site (Indeed, LinkedIn, etc.)
 - Social Media (Facebook, Twitter, etc.)
 - Advertisement (Newspaper, Internet, Radio, etc.)
 - Professional Network
 - University Network (Career Center)
 - Referred by a Friend or Colleague
 - Contacted by a Recruiter
 - Career Fair
 - Internal communication from a State Agency that employs me - State employees only
 - Other
- * Required Question