EMPLOYMENT OPPORTUNITY

PART TIME CLERK- Business Development Division
Ogden City Community & Economic Development Department

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit http://accessibility.ogdencity.com or contact Relay Utah at 711 or 888.735.5906.

Experience and Training Guidelines: High School graduate or equivalent (GED); some college preferred. Minimum one (1) year work experience in business office environment and a desire to work in community and economic development. Ability to type at least 35 words per minute. Working knowledge of computer software programs including Windows, Microsoft Word, PowerPoint, Excel, Outlook, email, and internet.

Other Requirements: Strong communication (verbal and written), interpersonal and organizational skills, including composing professional correspondence in English. Ability to interact with people across a broad range of perspectives, including experienced professionals, various staff, community leaders, and management. Must be able to adapt and change work priorities when needed and respond quickly and accurately including to short deadlines, new instructions, and internal practices—all in a dynamic, collaborative, and friendly work environment. Maintain a positive attitude, and a high degree of confidentiality in all matters. Must be able to maintain a consistent attendance record.

Essential Functions: Provides overall clerical, social media and research support at Ogden City Business Development Division. Perform data entry functions and compile reports. Reports to Business Development Manager. Perform other duties as assigned by Business Development Manager.

Criminal History and/or Financial History Background Check: Successful applicant must pass background check.

Veteran’s Preference Points: Applicants must submit a copy of his/her DD-214 with application in order to receive veteran’s points. This is for initial appointments only.

Education Requirement: Successful applicant must submit a copy of their high school diploma or GED when requested.

Driver License Report (MVR): Driver’s license report (MVR) will be obtained by the HR division when applicable.

Salary: $12.00 per hour; no benefits

Schedule: Monday through Friday 8am-12pm. Work location is at 2549 Washington Blvd. Ogden, UT 84401
**Application Procedure:** On-line applications will be accepted at www.ogdencity.com until Wednesday, March 30, 2016. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications or resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

**WE ARE A DRUG FREE WORK PLACE**  
**AA/EOE/ADAAA**

March 15, 2016