



STATE OF UTAH
invites applications for the position of:

Office Specialist II

SALARY: \$13.52 Hourly

OPENING DATE: 03/27/19

CLOSING DATE: 04/10/19 11:59 PM

NUMBER OF OPENINGS: 1

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

CRIMINAL BACKGROUND CHECK:

You must successfully pass a criminal history check.

PHYSICAL ADDRESS:

Orange Street Community Correctional Center 80 Orange Street
Salt Lake City, UT 84116

RECRUITER CONTACT INFORMATION:

Natalie Gearheart

OVERTIME EXEMPT:

No

SCHEDULE CODE:

B - Competitive Career Service - Employment in this position requires a probationary period.

EEO STATEMENT:

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. Reasonable accommodations provided to 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, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA NOTIFICATION:

FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or
<https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf>
(Spanish)

JOB DESCRIPTION:



The Division of Adult Probation & Parole is looking for an Office Specialist II to serve as clerical support for the Orange Street Community Correctional Center (OSCCC), in Salt Lake City, UT. The Orange Street Women's Center houses 60 women who are being paroled and are in a transitional phase of community re-entry. By the end of their four-month to six-month stay at Orange Street, the women will have a living-wage job, a positive community support system and a realistic foundational living plan.

Job Description

As the Office Specialist II, you will provide clerical support to the staff within the Orange Street Community Correctional Center. You will also perform basic accounting functions, basic bookkeeping, purchasing, accounts payable, ensuring an adequate supply of materials and/or supplies by ordering, receiving, and inspecting delivered merchandise.

Principle Duties

You will also perform a variety of clerical support services and accounting functions such as:

- Deposit inmate funds and reports to inmate accounting.
- Create and submit documents in FINet, make corrections when needed.
- Issue debit cards to inmates.
- Transfer center fees.
- Charge inmate accounts for books.
- Residence releases.
- Waivers.
- Tracking offender class roll.

The Ideal Candidate

The best qualified individual for the Office Specialist II position is someone who:

- Has at least one year experience working in an professional office environment.
- Has data entry experience.
- Is detailed oriented.
- Works independently with little or no supervision.
- Has experience scanning and uploading documents into a database.

Preference

Preference may be given to those who:

- Experience using the computer program CACTAS, UDOCA and FINet.
- Experience performing basic accounting functions.

Why You Should Join Our Team

The Utah Department of Corrections supports the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and

great teamwork. And besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

The Agency

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information on the Utah Department of Corrections please click [here](#).

SUPPLEMENTAL INFORMATION:

- **The hourly rate for this position is \$13.52 (non-negotiable).**
- Current UDC employees hourly rate will be based off the promotional policy.
- Hiring officials may identify additional related skills and requirements as preferences in making hiring and promotional decision. Only the most qualified applicants will be asked to attend an oral interview.
- **APPLICANTS MUST ANSWER ALL QUESTIONS, COMPLETE A RESUME, AND SUBMIT THE APPLICATION IN ORDER TO BE CONSIDERED FOR THE POSITION. FAILURE TO DO SO WILL DISQUALIFY YOU FOR THE POSITION.**
- 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; driving an automobile, etc. Special physical demands are not required to perform the work..

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://statejobs.utah.gov>

Position #19387
 OFFICE SPECIALIST II
 NG

2120 State Office Building
 Salt Lake City, UT 84114
 801-538-3025

statejobs@utah.gov

Office Specialist II Supplemental Questionnaire

1. ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED. As part of this application process, you must upload your resume into your application profile. Your answers to the questions on this application must be supported by your resume or work history. "See resume" or "see previous response" is not an acceptable response to any question. Failure to follow these terms may result in disqualification from further consideration for this position.
 - I acknowledge I have read the above statement.
- * 2. This position will have direct contact with people on probation and/or parole. Are you comfortable with this group of people in an office environment?

- Yes
 No
3. Are you currently employed by the Utah Department of Corrections?
 Yes
 No
4. Please select the highest level of education you've completed.
 High School Diploma or GED
 Associates Degree
 Bachelors Degree
 Masters/JD/PhD
5. If you have post-high school education, list your field of study.
- * 6. Please select how many years of experience you have working in a professional office environment.
 None
 Less than 1 year
 1 - 2 years
 2 - 3 years
 3 - 4 years
 4 - 5 years
 5 or more years
7. Please rate your experience entering data into a database.
 None
 Beginner
 Intermediate
 Advanced
- * 8. Please rate your level of computer skills using Email, Internet, and Microsoft Office Suite (Excel, Word, PowerPoint, etc.) in a professional office setting.
 None
 Beginner
 Intermediate
 Advanced
- * 9. How many years of experience do you have performing basic accounting functions?
 Less than 1 year
 1 - 2 years
 3 - 4 years
 5 or more years
- * 10. Do you have experience with the computer program CACTAS?
 Yes
 No
- * 11. Do you have experience with the computer program FINet?
 Yes
 No
- * 12. Do you have experience with the computer program UDOCA?
 Yes
 No
- * 13. 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