



JOB ANNOUNCEMENT
Green River Travel Bureau Assistant
Working 19 3/4hours per week with no benefits
Grade 11

Performs a variety of routine administrative and complex secretarial duties as required to meet Emery County's tourism goals and objectives.

Ability to operate standard office equipment such as desktop computers, copy machines, calculators, paper folder, etc.; ability to follow verbal and written instructions; ability to perform clerical and secretarial work involving departmental operations; ability to organize, develop, and maintain filing and other record keeping systems; ability to operate a vehicle, ability to lift 50 lbs and stack and move boxes of guides, loading and unloading of county vehicle with collateral pieces, good telephone skills and the ability to clearing explain area directions, ability to perform under stress of time deadlines, frequent changes in programs and seasonal demands; ability to use digital art programs to design art layouts and design related to bulletins, announcements, advertisements etc.; ability to establish and maintain effective working relations with fellow employees and the public.

Graduation from a senior high school; plus one (1) year of specialized training in secretarial sciences, general business, education. or some other related field; AND two (2) years of related experience providing exposure to a variety of general office duties requiring the above type skills. OR an equivalent combination of education and experience.

Must have a valid drivers license and be a resident of Green River, Utah.

Applicants for employment may be required to undergo a drug test and basic criminal background check as a condition of employment.

Send, fax, or email resume to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: maryh@emery.utah.gov

Posting for this position closes January 15, 2020, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER