



November 26, 2024

Department Assistant

South Valley Water Reclamation Facility (SVWRF) is accepting applications for a Department Assistant. Responsibilities include:

- Receive and direct incoming phone calls, contractors, and customers in a professional manner.
- Monitor security cameras and control front gate access to facility.
- Receive incoming monies, process credit card payments and prepare deposit reports.
- Receive and distribute incoming mail, packages, faxes and deliveries.
- Facilitate and book all business-related travel, prepare cost analyses, travel documents and affiliated reports.
- Primary support to Human Resource Supervisor
- Primary support to Records Officer
- Provide support to all department directors and General Manager as assigned.
- Support Clerk in board meeting duties and assume responsibilities of Acting Clerk as needed.
- Manage inventories of general office supplies, printer inks and toners.
- Reconcile invoices, prepare payment authorizations and reports for fleet fueling program, wireless phones services, office supplies and other accounts as assigned.
- Provide backup support for accounts payable as needed
- Attend meetings and training seminars as assigned
- Other duties as assigned

This position works four 10-hour shifts Monday – Thursday. The individual must be a high school graduate, additional education and/or college course work in business and accounting or commensurate experience desired. Must have excellent oral and written communication, strong public relations, organization, multi-tasking, type minimum 50 wpm, 10 key, detail and accuracy oriented. Must be proficient in all MS Office applications, with an emphasis in Word, Excel and Outlook. Knowledge of HR protocols and rules of procedure helpful. Must maintain a valid Utah driver's license, must be bondable and must maintain an active home or cellular telephone.

This is a fulltime position with an excellent benefit package which includes medical, dental, vision, state retirement, retirement health savings plan, HSA, life insurance, disability, vacation, sick leave, and paid holidays. Starting pay range: \$42,800.42 - \$46,769.17. Wage depends on qualifications.

Physical/Drug testing is required. SVWRF is an Equal Opportunity Employer. Employment applications are available on our website at www.svwater.com, under customer service tab, then click on human resources. Send resume/employment application to svjobs@svwater.com

Position closes at 4:00 p.m. on Wednesday, December 11, 2024