

# Utah Association of Counties

## Position Available: CJCC Administrative Assistant

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### **THE POSITION**

Utah Association of Counties is seeking a responsible Administrative Assistant for our Criminal Justice Coordinating Council Support Program. This individual will be required to perform a variety of administrative and clerical tasks, include providing efficient support to the CEO, program director, and coordinating councils throughout the state. The Administrative Assistant shall be appointed by the CEO and shall be under the authority of the CEO.

### **RESPONSIBILITIES**

- a. Answer and direct phone calls
- b. Act as a point of contact and provide general support
- c. Organize and schedule appointments for selected staff
- d. Provide support for producing and distributing coordinating council agendas and information
- e. Organize meetings and take detailed minutes for coordinating councils and other committees as requested
- f. Post agendas, minutes, and other documentation in compliance with public notice requirements
- g. Write and distribute email, correspondence memos, letters, forms, etc.
- h. Produce and maintain coordinating council calendars and share information as requested
- i. Maintain contact lists
- j. Assist with drafting coordinating council strategic plans

### **QUALIFICATIONS**

- a. Experience as an administrative assistant or office administrator
- b. Knowledge of basic office equipment, software, and procedures
- c. Strong organizational skills and the ability to multitask
- d. Excellent time management skills and ability to prioritize work
- e. Attention to detail and problem solving skills
- f. Excellent written and verbal communication skills
- g. High school degree or equivalent
- h. Experience with a governmental entity preferred

### **COMPENSATION**

This is a full-time, non-exempt position. Compensation will be \$25 - \$30 per hour, depending upon experience and qualifications. Benefits include health, dental and life insurance, retirement, and 401(k).

### **TO BE CONSIDERED AS AN APPLICANT:**

- Email **resume** and **cover letter** in confidence to: [brandy@uacnet.org](mailto:brandy@uacnet.org)
  - Include in the Subject line: CJCC Administrative Assistant
  - Deadline for submitting an application is April 17, 2023

