



LEHI CITY POSITION OPENING OFFICE RECEPTIONIST I

CLOSING DATE: May 14, 5:00 PM

SALARY RANGE: \$10.00/hour

STATUS: Seasonal Part- Time (up to 1300 hours between April 1– March 31)

NUMBER OF AVAILABLE POSITIONS: 1

DEPARTMENT: Water Division, Public Works Department

WORK SCHEDULE: Mon-Thur, 9:00 AM – 1:00 PM

SUMMARY JOB DESCRIPTION: Performs a variety of working-level reception duties to assist the Public Works Administrative Assistant, including answering calls and emails from the general public and customers regarding the City's Water Shortage Management Plan. Also will assist in various clerical duties, as assigned.

MINIMUM REQUIREMENTS: Graduation from High School or equivalent; two (2) years of general work experience preferred; must be able to type 35 wpm; must possess a current, valid Driver's License, and have a good driving record; the successful candidates will be required to pass a pre-employment drug screen and will be subject to random drug testing. *Preference will be given to qualified current Lehi City Employees.*

TO APPLY: For required City application, download application and job description at www.lehi-ut.gov. Applications can be submitted to Lehi City Human Resources or submitted electronically at apply@lehi-ut.gov. For questions, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or 385-201-1000

NOTE: A complete list of essential functions and minimum requirement of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.