



LEHI CITY POSITION OPENING OFFICE RECEPTIONIST II

CLOSING DATE: Feb 8, 2016, 5:00 PM

PAY RANGE: \$10.53 - \$13.69, DOQ, with starting pay up to \$11.32/hour

STATUS: Part-time with no benefits

NUMBER OF OPENINGS: 1

DEPARTMENT: Human Resources/Office of Administration

WORK SCHEDULE: Mon-Thur, 12:30 PM – 6:00 PM

SUMMARY JOB DESCRIPTION: Performs a variety of working-level reception duties including answering and transferring phone calls, directing visitors, and answering general questions for Lehi City Hall. This position will also assist in various clerical duties, as assigned.

MINIMUM REQUIREMENTS: Graduation from High School or equivalent; two (2) years of receptionist work experience preferred; must be able to work in dynamic work environment and multitask; must be able to use computer for general office work and 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 current qualified Lehi City Employees.*

TO APPLY: Each applicant is required to submit a [Lehi City Application](#) and any additional information listed on the job description to Human Resources. Application materials can be sent electronically to apply@lehi-ut.gov or submitted to Human Resources at 153 N 100 E, Lehi, Utah 84043.

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 385-201-2265. **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.