

# UTAH SCHOOLS FOR THE DEAF AND THE BLIND

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Announces  
the Position of  
**Office Specialist I**  
RE-OPENED

**Location:** Utah Schools for the Deaf and the Blind  
Salt Lake Campus/Jean Massieu School  
1655 East 3300 South  
Salt Lake City, UT 84106

**Announcement No. 43-10**  
**Schedule B**  
**DPR 50071/5340**

**JOB SUMMARY** Reports to the Program Director of the Jean Massieu School. Organizes and manages office; communicates with teachers, staff and students; composes, creates and originates routine written correspondence on subjects outlined in policies and procedures as requested by the director; prepares, in draft and final form, all types of written correspondence for the director's signature; reviews, refines and corrects as necessary to ensure proper spelling, grammar, format, arrangement of material and conformity with standard acceptable English; takes and transcribes dictation of correspondence, reports; provides secretarial support at meetings, workshops, committees and other gatherings; receives calls and greets visitors on behalf of the director; maintains and monitors staff and student files, including student registry; responds to requests for information, status of reports or other information readily available from files; directs callers to appropriate staff members; operates a personal computer and word processing/software programs; uses advanced word processing techniques to edit, merge, list and otherwise produce printed materials; uses a variety of software programs to create specialized reports, graphics, data bases, spread sheets and other related specialties; maintains the director's calendar; sends notices of IEP meetings as directed; keeps inventory of office and school supplies and inputs orders school purchasing system in a timely manner; maintains lunch orders for students; performs other duties as assigned.

**JOB REQUIREMENTS/SKILLS** Broad practical skills in providing general secretarial services; practical skill in the use of general office equipment and computer applications; organizational skills needed, must show initiative and ability to prioritize assigned tasks, work independently on projects assigned, complete work/projects promptly; ability to communicate clearly and effectively; deal with people in a manner which shows sensitivity, tact, and professionalism, acting congenially as a representative of the school at the front desk; maintain strict confidentiality. Must have strong American Sign Language (ASL) skills. Preference will be given to qualified deaf/hard-of-hearing candidates. Successful completion of criminal background check is required for this position.

**SALARY AND BENEFITS** Hourly rate \$10.41. This position is eligible for full benefits including medical, dental, life insurance, long term disability insurance, 1.5% employer contribution to 401(k), annual and sick leave, holiday pay, pension, and other valuable benefits. The State requires employees to receive their pay through Direct Deposit or EPPICard.

**ASSIGNMENT PERIOD** This is a full-time, twelve month per year position. Work schedule Monday through Friday, 8:00 a.m. to 5:00 p.m.

**OPENING DATE:** July 9, 2010

**CLOSING DATE:** July 26, 2010

**HOW TO APPLY:** To be considered for this position, you must register and submit an electronic application and resume with the Utah Job Match on-line system at <https://statejobs.utah.gov>. The requisition number for this position is 21546.

Reasonable accommodation is provided in the interview process for known disabilities of otherwise qualified applicants. To request a reasonable accommodation in the interviewing process, please contact the Human Resource Office, (801) 629-4705 or (801) 629-4726, at least 24 hours prior to the interview.

The State of Utah, Executive Branch, participates in the Federal Employment Eligibility Verification Program (E-Verify). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify Program. Utah Schools for the Deaf and the Blind is an Equal Opportunity Employer and provides reasonable accommodation to the known disabilities of applicants.