

DAVIS COUNTY AUDITOR'S OFFICE

Office Assistant Position

The Davis County Auditor's Office is accepting applications to fill a multi-faceted position for a full-time employee. The successful applicant must be able to assist Davis County Auditor's office with its day-to-day operations, with focus on customer service/receptionist duties, elections, working with township officials and real estate transactions. They must possess the following qualities, being duties and qualifications that are normal for the position and are not to be construed as exclusive or all-inclusive:

Minimum educational requirement of high school diploma or GED

Responsible, professional individual

Ability to keep information CONFIDENTIAL

Effective written, verbal, organizational, and computer skills

Proficiency in Microsoft Office Excel and Word

Quickly learn and embrace new skills and knowledge because of changing technology

Other areas this individual will be expected to develop an understanding of will include budgeting and taxes.

Other duties may be required and assigned as needed

Regular work schedule is 35 hours per week, Monday through Friday from 8 a.m. to 4 p.m.

Continuing education, conferences and some overtime may be required.

Salary would be determined upon candidate's qualifications.

Medical, dental and life insurance benefits are available (benefit package information available as per Davis County Employee Handbook).

Davis County is an Equal Opportunity employer.