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## ***RECRUITMENT ANNOUNCEMENT***

### ***Wasatch Mental Health***

*750 North 200 West, Suite 300*

*Provo, Utah 84601*

*(801) 373-4760 or FAX (801) 373-0639*

[www.wasatch.org](http://www.wasatch.org)

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**ISSUE DATE: 07/01/2009 CLOSING DATE: 7/8/2009**

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***POSITION: Secretary/Administrative Technician***

***LOCATION: American Fork Family Clinic***

**FULL TIME – 40 hours per week**

**SCHEDULE: Monday through Friday**

**8:00 AM – 7:00 PM Schedule will vary per needs of clinic**

**Wage Information: Grade 11 - \$10.37 (Probationary increase to \$10.91)\***

**Meeting Pre-hire Standards: Grade 12 - \$10.90 (Probationary increase to \$11.47)\***

**Meeting Career Software Proficiency Standards:**

**Grade 13 - \$12.05 (after completing probation)**

**Grade 14 - \$12.67 (after 1 year from hire)**

(Wages listed may increase depending on amount of experience  
in excess of minimum qualifications)

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**MINIMUM QUALIFICATIONS:** *One year responsible clerical and secretarial experience; extensive knowledge of computer program applications; successfully complete Pre-hire Software Proficiency in-house testing (Keyboard, Word, Windows, Excel). Complete job description is attached.*

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**ADDITIONAL REQUIREMENTS:** Upon hire, provide Driving Record from Department of Motor Vehicles, provide copy of personal automobile insurance, clear drug screening, and receive clearance approval on Criminal Background Check (BCI).

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**PLEASE SUBMIT APPLICATIONS TO RECEPTIONIST IN THE ADMINISTRATION RECEPTION AREA NO LATER THAN 5:00 P.M.**

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