
RECRUITMENT ANNOUNCEMENT

Wasatch Mental Health

750 North 200 West (Westpark Building)

Provo, Utah 84601

(801) 373-4760

FAX (801) 373-0639

www.wasatch.org

ISSUE DATE: 01/31/12 CLOSING DATE: Open until filled

POSITION: Secretary/Administrative Technician

LOCATION: American Fork Family Clinic

FULL TIME – Excellent Benefits Package

Monday through Friday

8:00 – 5:00 or 9:00 AM – 6:00 PM

**Wage Information: Grade 11 - \$10.69 (Probationary increase to \$11.25)*
Meeting Pre-hire Standards: Grade 12 - \$11.23 (Probationary increase to \$11.82)***

Meeting Career Software Proficiency Standards:

Grade 13 - \$12.43 (after completing probation)

Grade 14 - \$13.06 (after 1 year from hire)

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

***You may submit application on-line at www.wasatch.org. Original signature is not required
on applications submitted on-line***

MINIMUM QUALIFICATIONS: *One year of 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.

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).

PLEASE SUBMIT APPLICATIONS to the General Reception Area (Westpark Building) or on-line at www.wasatch.org

