
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

ISSUE DATE: 07/13/10 CLOSING DATE: Open

POSITION: Administrative Tech (Secretary)

LOCATION: Youth Outpatient - Provo

PART TIME – 19 hours per week

SCHEDULE:

Monday through Thursday – 3:00 PM to 7:00 PM

Friday 4:00 PM – 7:00 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)

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.

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 RECEPTIONIST IN THE ADMINISTRATION RECEPTION AREA NO LATER THAN 5:00 P.M.

