
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: 02/15/11 CLOSING DATE: Open

SECRETARY/ADMINISTRATIVE TECHNICIAN

Location: Youth Outpatient - Provo

**PART TIME – 19 hours per week
SCHEDULE:**

**Monday – Friday 3:00 PM – 7:00 PM
(Schedule may vary slightly to meet program needs)**

**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.**
