

C-2 ✓

Dept.	Community Services
Division	3630000000-Parks
Title	Lead Custodial Worker
Grade(s)	9
Type	Full-Time
Position #	#00003937
Vacancy	1/1/2017
Job Duties	<p>JOB SUMMARY Performs custodial and repair functions. Assists with some supervisory functions.</p> <p>MINIMUM QUALIFICATIONS Six (6) months of experience related to the duties of this position. Supervisory experience preferred.</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p>ESSENTIAL FUNCTIONS Supervises and participates in the daily cleaning, maintenance and upkeep of assigned facility.</p> <p>Verifies all cleaning procedures and materials are appropriate and comply with Occupational Safety and Health Administration (OSHA) regulations.</p> <p>Monitors the operation of assigned facility's heating, lighting, plumbing, ventilation and air conditioning system and report irregularities to facility director or immediate supervisor.</p> <p>Performs building security tasks by locking or unlocking doors and windows, arm or disarm the facility's electronic security system according to building protocol.</p> <p>Schedules and performs regular cleaning tasks on carpet, upholstery, strip and re-waxing floors, and other non-daily tasks.</p> <p>Performs exterior building maintenance tasks such as snow removal, window washing, graffiti removal, and the clearing and cleaning of roof drains, gutters and downspouts.</p> <p>Schedules and conducts regular employee staff meetings to respond to inquiries, concerns, and to discuss projects and assignments to be scheduled.</p> <p>Prepares and posts weekly work schedules to accommodate facility activities and coordinate large cleaning and maintenance projects.</p> <p>Monitors custodial supply inventory and usage to maintain adequate stock and to help with budget monitoring.</p> <p>Employs safe work practices, following all safety measures, policies and rules for parks and recreational facilities.</p> <p>Responds to emergency situations during non-assigned work hours.</p> <p>Performs other duties as assigned.</p>
Start	2/3/2017
End	2/24/2017
Manager	Bullock, Corey

Dept.	Elected Offices
Division	1020000000-Mayor Administration
Title	Exempt Secretary
Grade(s)	0
Type	Appointed
Position #	#00000065
Vacancy	2/13/2017
Job Duties	<p><u>JOB SUMMARY</u> Under general direction, provides a variety of administrative and/or management support services and performs complex secretarial duties as administrative assistant to the elected official and their executive staff where there is continuous exposure to confidential information unique to that office.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in business administration, political science or other closely related field; OR an equivalent combination of related education and experience.</p> <p><u>ESSENTIAL FUNCTIONS</u> Handles highly confidential information regarding controversial issues, individuals and/or projects with diversified, County wide implications; renders confidential assistance to the administrator as necessary.</p> <p>Researches, compiles and organizes information for use by the administrator in the completion of reports, recommendations and special projects; upon request, personally prepares reports and special projects for the administrator's approval; contacts other departments, agencies or individuals for additional materials and information as needed.</p> <p>Screens incoming correspondence, phone calls and visitors, recognizing and expediting priority matters; refers matters to other staff as appropriate. Answers a substantial amount of correspondence on own initiative in accordance with general policies and procedures or knowledge of the administrator's viewpoint.</p> <p>Serves as liaison between the administrator, staff and representatives from other departments and agencies; personally transmits messages, requests and instructions as appropriate.</p> <p>Proposes new office policies and procedures, and as approved, coordinates and monitors the implementation of adopted recommendations. Has authority to set work standards and may oversee or supervise other employees assigned to assist the administrator; participates in selection and disciplinary procedures for support staff.</p> <p>Performs complex secretarial support functions; takes dictation; types from dictation, copy or notes, complex records, reports, correspondence, minutes, contracts and documents; reviews material for grammar, content and conformity to format and procedural requirements.</p> <p>Schedules and arranges meetings, conferences or hearings; initiates agenda and prepares materials; takes, prepares and distributes minutes, generally without prior review by the administrator; attends meetings as a representative of the administrator and may speak on the administrator's behalf.</p> <p>Keeps administrator's calendar makes appointments independently and assembles background material that may be needed.</p> <p>Relieves the administrator of administrative details such as monitoring budget or other financial records and processing travel claims and other personnel related procedures.</p> <p>Provides vacation and temporary relief as required.</p>
Start	2/7/2017
End	2/7/2017
Manager	Fortner, Terry

Dept.	Elected Offices
Division	8200000000-District Attorney
Title	Prosecuting Attorney - Justice Division
Grade(s)	17/18
Type	Full-Time
Position #	#00000322
Vacancy	7/12/2016
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Performs entry to senior level responsible and complex legal work in the District Attorney's Office; applies professional judgment and skill in the preparation and presentation of cases. Work is performed in accordance with general policies and is reviewed by the District Attorney, Chief Deputy District Attorney and/or their designee. Entry level attorneys perform under the guidance of more senior attorneys. More senior attorneys assume greater responsibility for training and assisting lower graded/less-experienced attorneys.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p><u>Grade 17</u> Graduation from a recognized college of law with a Juris Doctor (JD).</p> <p>Entry positions require between zero (0) and eight (8) years of full-time paid employment in the practice of law.</p> <p>Employment as a full-time paid judicial clerk in a court of record or appellate court may be credited as full-time legal employment.</p> <p>Member in good standing with the Utah State Bar Association or other state bar association with the ability to become a member of the Utah State Bar Association on the first day work.</p> <p><u>GRADE 18</u> Graduation from a recognized college of law with a Juris Doctor (JD).</p> <p>A minimum of eight (8) years of full-time paid employment in the practice of law.</p> <p>Employment as a full-time paid judicial clerk in a court of record or appellate court may be credited as full-time legal employment.</p> <p>Member in good standing with the Utah State Bar Association or other state bar association with the ability to become a member of the Utah State Bar Association on the first day work.</p> <p><u>All Grades</u> Due to the nature of this position, the successful applicant must successfully pass an initial criminal background check as well as every two years thereafter and continuously meet the requirements of the Bureau of Criminal Information (BCI).</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Reviews investigative reports and screens requests for prosecution to determine validity of facts.</p> <p>Meets with law enforcement officers, complainants, victims and witnesses as may be required for screening decisions.</p> <p>Prepares or directs the preparation of screening worksheets, fact sheets, "informations," declinations, arrest warrants or summons.</p> <p>Prepares or directs the preparation of search warrants and investigative subpoenas using knowledge and understanding of the law of search and seizure.</p> <p>Reviews case files in preparation for trials and hearings and meets with law enforcement officers, citizens and expert witnesses to determine evidence of cases prosecuted.</p> <p>Reviews cases with regard to possible plea negotiations, assesses the strengths and weaknesses of cases and negotiates plea agreements within the guidelines and office policies and procedures.</p> <p>Prepares cases prior to court appearances, researches laws pertaining to case facts and prepares witnesses for court appearances.</p> <p>Appears in appropriate courts conducting trials or hearings, presenting evidence and/or arguments as an advocate for the County and/or the State.</p> <p>Maintains current knowledge and skill in all phases of trial including knowledge of rules of procedure and evidence.</p> <p>Prepares judgments, orders, finding of fact and conclusions of law as directed by the court.</p> <p>Review for appeal and prepares appeals where necessary to protect the interests of the County and/or the State.</p> <p>Participates in office training programs and other legal professional development programs for continuing legal education as required by the Utah State Bar Association directives and the Salt Lake District Attorney's Office.</p>
Start	2/7/2017
End	2/7/2017
Manager	Glackin, Wendy

Dept.	Elected Offices
Division	9120000000-COUNTY JAIL
Title	Jail Nurse
Grade(s)	14/16
Type	Full-Time
Position #	#00001315, #00001352, #00001318, #00001319, & #00001338
Vacancy	8/18/2016
Job Duties	<p><u>JOB SUMMARY</u> Provides primary medical care, treatment and case management to prisoners of the Salt Lake County Jails.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p><u>Grade 14</u> Attendance at an approved NLN accredited university/college in the last semester of the Registered Nurse program, plus licensure in the State of Utah as a Licensed Practical Nurse (LPN). A letter will be required from the university/college stating participation in the final semester of the Registered Nurse program.</p> <p><u>Grade 16</u> Professional licensure in the State of Utah as a Registered Nurse.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Assesses the physical condition of prisoners by performing physical examinations and obtaining medical histories.</p> <p>Formulates the medical plan and prognosis based on patient's condition.</p> <p>Consults with physician(s) regarding patient health care plans and treatment; modifies patient treatment plans as indicated by patient's responses and condition.</p> <p>Provides medical first response to emergency situations in the jails; initiates triage and determines priority of emergent/urgent care.</p> <p>Performs selected invasive procedures for therapeutic and/or diagnostic reasons within scope of validated competence.</p> <p>Complies with medical records policies regarding the complete and accurate documentation of patient care. Initiates and maintains required records and legal documents.</p> <p>Administers medications; observes patients to assess possible adverse medication interactions and/or side-effects and initiates appropriate health care interventions.</p> <p>Facilitates communication and reporting to on-coming shift of health care staff members to promote continuity of patient care.</p> <p>Advises patients on health maintenance and disease prevention and provides case management.</p> <p>Applies universal infection control procedures.</p>
Start	2/7/2017
End	2/22/2017
Manager	Ballard, Robert

Dept.	Human Services
Division	2100000000-Youth Services
Title	Group Home Supervisor **SLCo Merit Employees Only**
Grade(s)	15
Type	Part-Time (with benefits)
Position #	#00001641
Vacancy	10/21/2016
Job Duties	<p>JOB SUMMARY Supervises youth workers and other staff as assigned. Oversees and ensures that duties necessary for the daily shift operation of the group homes are completed in a timely manner. Assigns daily client case load to shift workers.</p> <p>MINIMUM QUALIFICATIONS Bachelor's degree from an accredited college or university in Social Work, Psychology, Sociology, Marriage and Family Therapy, or other closely related field, plus two (2) years of related experience working with youth in a counseling and/or group home; OR an equivalent combination of related education and experience</p> <p>Current license as a Social Service Worker (SSW) in the State of Utah. Must possess a valid Driver's License issued by the State of Utah to operate a County vehicle. Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing .</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> - Develops, implements, and oversees the implementation of campus-wide daily structured activities and programs to ensure youth engagement and involvement in individual learning experiences. - Interprets and implements division policies and procedures to ensure the safety and well-being of campus staff and clients. - Assesses training needs and ensures campus staff are trained and licensed in compliance with contract and licensing requirements. - Supervise staff, which includes hiring, orienting, assigning and reviewing work performance, annual work performance appraisals, and discipline. - Makes budget recommendations to maintain campus programs, training requirements, and staffing needs. - Provides shift management and acts as lead worker on campus ensuring the status of each youth in their program is known. Informs next shift supervisor of client status and situations. - Supervises staff to ensure daily routines of children adhere to licensing standards. - Conducts regular staff meetings to ensure clear communication between co-workers and to address any issues or problems on the shift or between the shifts. - Ensures all staff provides appropriate supervision of children at all times. - Supports and mentors an environment of teamwork and cooperation. - Handles telephone calls to provide assistance, including facilitating entrance to Division of Youth Services programs, and provides information regarding community - Screens and assesses youth's behavior as well as physical and mental health to determine appropriate services. - Provides a safe, clean, and fair environment by engaging with and monitoring youth to promote cooperation and compliance. Attends to potentially dangerous situations including facility and equipment damage. - Completes and ensures case recording documentation and all pertinent information in individual clients' records as per agency policy. - Develops and facilitates substance abuse psychoeducational groups. - Provides quality assurance for all Receiving Center and clinical files through auditing to ensure compliance with contract, licensure, and funding source requirements. - Maintains ongoing working relationships with allied agencies to coordinate services and disseminate information.
Start	2/8/2017
End	2/15/2017
Manager	Briggs, Shauna

Dept.	Human Services
Division	2100000000-Youth Services
Title	Youth Worker
Grade(s)	12
Type	Full-Time
Position #	#00001698 & #00001692
Vacancy	1/22/2017
Job Duties	<p><u>JOB SUMMARY</u> Performs shelter EFC and crisis intakes. Orients youth to agency policies, programs, and expectations. Provides supervision to youth; participates with youth in recreational and educational activities and provides general information as necessary. Monitors youth; supervises daily chores and meal preparation; and provides crisis intervention to youth.</p> <p><u>MINIMUM QUALIFICATIONS</u> Associate's degree in Social Work, Psychology, Sociology, Marriage and Family Therapy, or other closely related field; OR an equivalent combination of related education and experience working with youth in a counseling and /or group home setting that is equivalent to two (2) years of full-time experience.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must successfully pass a yearly criminal background screening by the Bureau of Criminal Investigations.</p> <p>Must possess a valid Utah driver's license in order to transport children using County vehicles.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides ongoing structured, stable, and interactive environment for children.</p> <p>Assists with daily living and hygiene needs.</p> <p>Addresses children's daily physical and emotional needs.</p> <p>Provides appropriate supervision based on child's safety needs.</p> <p>Completes case recording documentation and all pertinent information in individual client's records as per agency policy. Generates, reviews, and maintains Medical Administration Record documentation of client medications.</p> <p>Coordinates with agency staff, case workers, and physicians to meet clients' clinical and medical needs.</p> <p>Maintains professional demeanor, complies with agency policies and procedures, maintains Pledge of Confidentiality, and adheres to Providers Code of Conduct.</p> <p>Checks youth belongings for weapons or contraband and confiscates unsafe or illegal materials.</p> <p>Provides a safe, clean, and fair environment by engaging and monitoring youth to promote cooperation and compliance. Attends to potentially dangerous situations including facility and equipment damage.</p> <p>Provides transportation to youth to various locations in the community to assist in their service needs and return home arrangements.</p> <p>Contacts parents/legal guardians and schedules appointments with clinical specialists; initiates referrals to needed community resources when appropriate, including follow up contracts.</p> <p>Interfaces with law enforcement or other referring parties and community partners to obtain pertinent information.</p> <p>Provides information and assistance to clients and the public regarding community resources.</p> <p>Provides drug, alcohol, and tobacco prevention classes for youth and conducts outreach to schools, outside agencies, and youths.</p>
Start	2/6/2017
End	2/20/2017
Manager	Briggs, Shauna

Dept.	Human Services
Division	2150003031-Health Dept.
Title	Office Specialist
Grade(s)	10
Type	Full-Time
Position #	#00002085
Vacancy	2/3/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides customer service and office/program support. Serves as the initial contact for customers, both in-person and over-the-phone, for Division related information.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of closely related experience directly related to these duties.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.</p> <p>Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.</p> <p><u>ESSENTIAL FUNCTIONS</u> Answers phone calls and greets visitors; relays calls and messages to appropriate person.</p> <p>Performs customer service functions; provides assistance regarding department/division services and information. Maintains office coverage during all business hours.</p> <p>Assists with scheduling meetings and functions including meeting preparation, correspondence, material distribution, client registration and client appointment reminders. Records meeting minutes.</p> <p>Processes and issues monetary vouchers, certificates, and/or permits according to policy and procedures. Records transactions and issues receipts; forwards revenues and reconciles transactions according to policy and procedures.</p> <p>Provides general office support to the Division.</p> <p>Establishes and maintains accurate agency filing systems including purging and destroying/archiving confidential or obsolete documents according to policies and procedures.</p> <p>Receives incoming deliveries and documents, providing an accurate date stamp prior to distribution to the appropriate division or person.</p> <p>Provides detailed information to the public regarding Division procedures.</p> <p>Accepts Division specific documents, assists customers in data gathering, and reviews late appeal criteria with customers.</p> <p>Analyzes and maintains program reports, logs and lists. Types and proofreads documents and make appropriate corrections.</p> <p>Supports office functions effectively utilizing computers and software.</p>
Start	2/2/2017
End	2/2/2017
Manager	Peterson, Eric

Dept.	Human Services
Division	2500000300-Library Services
Title	Public Relations Coordinator
Grade(s)	14
Type	Full-Time
Position #	#00003183
Vacancy	2/23/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides division-wide public relations by promoting services, resources, and special events for the division.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Public Relations, Communications, Journalism, News Media Broadcasting or other closely related field, plus one (1) year of related experience; OR an equivalent combination of education and experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u> Represents the Division in media relations.</p> <p>Creates, coordinates, and distributes internal and external communications and publications.</p> <p>Participates in public relations committees, projects, and events.</p> <p>Coordinates logistics and media outreach for special publicity events.</p> <p>Fields media and community inquiries about the division and coordinates media interview.</p> <p>Develops partnerships with community organizations.</p> <p>Tracks media for the division and serves as the division social media coordinator.</p> <p>Prepares, edits, and distributes the Division newsletter. Writes articles, prepares photographs, and lays out the newsletter.</p> <p>Coordinates internal communications efforts using email, Web and other methodologies.</p> <p>Collects and prepares information for presentations and/or meetings.</p>
Start	2/8/2017
End	2/8/2017
Manager	Broussard, Linda

Dept.	Human Services
Division	2500000711-Library Services
Title	Library Shelver
Grade(s)	7
Type	Part-Time (with benefits)
Position #	#00003105
Vacancy	2/21/2017
Job Duties	<p>JOB SUMMARY Empties book drops, sorts and shelves library materials, fills and processes holds, and checks in library materials.</p> <p>MINIMUM QUALIFICATIONS Must be 16 years of age or older at time of hire.</p> <p>Due to the nature of this position, successful applicants 18 years or older are subject to a background check.</p> <p>ESSENTIAL FUNCTIONS Empties book drops and soft carts.</p> <p>Sorts library materials on carts by call number.</p> <p>Shelves library materials in proper alphabetic or numeric order.</p> <p>"Shelf reads" to ensure materials are in proper order.</p> <p>Fills and processes hold requests.</p> <p>Searches for materials, as requested.</p> <p>Shifts collection, when needed.</p> <p>Checks in library materials.</p> <p>Performs assigned support tasks.</p> <p>WORKING CONDITIONS Work is performed primarily in an indoor environment. Exposure to extreme temperatures, both hot and cold, when emptying outside book drops. Significant standing and walking. Requires ability to bend, kneel, stoop, reach up to six feet (with or without a step stool), lift up to 30 pounds, and push/pull a loaded shelving cart weighing up to 150 pounds.</p>
Start	2/2/2017
End	2/2/2017
Manager	Broussard, Linda

