



MILLCREEK

Millcreek Job Posting Business License Assistant

Hiring Range: \$17.00 - \$20.00 per hour
Competitive Benefit Package

Posted: November 25, 2019

Posting Closes: December 9, 2019

JOB SUMMARY

Millcreek, Utah's newest city, is hiring a Business License Assistant to work under the direction of the Business License Administrator. The Business License Assistant will assist in the processing of business licenses and help maintain business license accounts within Millcreek.

POSITION(S) SUPERVISED

This position has no supervisory responsibilities

TYPICAL DUTIES

1. Meet performance standards established with the employee's supervisor.
2. Provide information to the public on business licensing, mail licensing applications and renewals.
3. Collect applicable business license fees.
4. Review applications for completeness prior to acceptance of applications and issuance of license.
5. Explain regulations and codes to current and potential business owners.
6. As directed by the Business License Administrator, perform business inspections and coordinate business license enforcement activities including coordination of revocation process.
7. Compile and analyze data and information to assist the Business License Administrator.
8. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - a. High School diploma or G.E.D.
 - b. Two (2) years of experience in licensing and/or inspection process related to above duties performed in business development, or an equivalent combination of education and experience.

2. Special Qualifications:
 - a. Valid Utah Class D Driver's License required.
 - b. Ability to obtain the Utah Business License Association (UBLA) certification.

3. Knowledge, Skills, & Abilities:
 - a. Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines, i.e.; ten key, copy machine, etc.
 - b. Working knowledge of administrative procedures; of legal processes associated with the maintenance of public records and documents; business license codes; interpersonal communication skills, bookkeeping and basic accounting.
 - c. Ability to operate a personal computer and Microsoft products.
 - d. Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; communicate effectively verbally and in writing.
 - e. Ability to establish and maintain effective working relationships with fellow employees, elected officials, and other agencies of the public.
 - f. Ability to establish and maintain comprehensive records and files.
 - g. Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

WORKING CONDITIONS

1. **Environment:** Work is performed primarily in a standard office environment with travel to different field sites; incumbents may be required to work extended hours including evenings, weekends and holidays and may be required to travel outside City boundaries to attend meetings. Light physical effort and usually comfortable working positions.

2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

3. **Vision:** See in the normal visual range with or without correction

4. **Hearing:** Hear in the normal audio range with or without correction.

5. **Attendance:** Employee is expected to be in the city offices during normal business hours Monday through Friday.

Application Process:

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources

Attn: Stephanie Hampton

3330 South 1300 East

Millcreek, UT 84106

OR

shampton@millcreek.us

Final candidate must be able to pass background check and pre-employment drugscreen.

Millcreek participates in the federal Employment Eligibility Verification Program ([E-Verify](#)). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify system.

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*

To request accommodation under the Americans with Disability Act, please contact Kurt Hansen, khansen@millcreek.us or (801) 214-2700.