



**Millcreek
Job Posting
BUSINESS LICENSE ASSISTANT
Hiring Range: \$17.00/Hour - \$20.00/Hour
Competitive Benefit Package**

Posted: October 24, 2018

Posting Closes: November 8, 2018

JOB SUMMARY

Millcreek, Utah's newest city is hiring a Business License Assistant to work under the general 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.

ESSENTIAL JOB FUNCTIONS

1. Provides information to the public on business licensing, mails licensing applications and renewals.
2. Collects applicable business license fees.
3. Reviews application for completeness prior to acceptance of applications and issuance of license.
4. Explains regulations and codes to current and potential business owners.
5. As directed by the Business License Administrator, performs inspections and coordinates business license enforcement activities including coordination of revocation process.
6. Compiles and analyzes data and information to assist Business License Administrator.
7. Serves as a point of contact for business licensing when Business License Administrator is unavailable.
8. Performs related duties as required

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.
 - c. Prior experience with municipal business licensing functions is preferred.
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 public agencies.
 - 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 in a standard office environment and outdoor field work is also required.
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; and to verbally communicate to exchange information. Field work also requires physical ability and mobility to stand or drive for prolonged periods of time.
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/Work Schedule:** 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: Laurie Johnson
3330 South 1300 East
Millcreek, UT 84106

OR

ljohnson@millcreek.us

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

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