

JOB OPENING

Rich County Clerk's Office

The Rich County Clerk's Office will be hiring a Full-Time Deputy Clerk (35 hrs/week) with benefits.

Opening Date: July 15, 2024
Closing Date: Position will remain open until a qualified individual is found.
Starting Pay: **\$18 per hour**

Job Description:

1. Performs a variety of clerical duties such as answering phones, typing, printing, filing, data entry, managing mail and invoices, basic accounting, and general correspondence, etc.
2. May Assist the Clerk with the following: financial statements, accounts payable, human resources/payroll, administration of benefits, elections, District or Justice Court, county commissioner meetings and agendas, etc. Applicants must be willing to accept additional assignments as needed.

Requirements for Employment:

1. High School Diploma or GED; and
2. Must consent to and pass a background check
3. Preference given to applicants with computer skills

Anyone wishing to apply for this position can pick up an application at the Rich County Clerk's Office on Monday - Friday from 9:00 am to 5:00 pm (closed from 12:00-1:00 pm for lunch).

Applications can also be found on the Rich County website: richcountyut.org under:

Departments - Human Resources - Forms - Rich County Job Application

Please submit both an application and a resume to:

**Rich County Clerk's Office
PO Box 218
Randolph, UT 84064**

Or to apeart@richcountyut.org

Please contact the clerk's office with any questions: 435-793-2415.