

DEPUTY CITY RECORDER

February 6, 2008
Opening Date

Open Until Filled
Closing Date

Job Summary:

This is a part-time position responsible for assisting the City Recorder in statutory and critical duties. This position reports directly to the City Recorder.

Essential Duties:

- Attend City Council meetings, work sessions, and special meetings when needed.
- Attend Planning Commission and other board meetings when needed.
- Assist the City Recorder with proceedings relating to Municipal Elections. These duties include: obtaining and assisting election/counting judges, training election judges, coordinating facilities, educating voters, obtaining equipment and supplies, administering absentee ballots, ensuring that the polling places are properly organized, and various other duties.
- Assist City Recorder in care, maintenance and classification of city records.
- Assist in compiling agenda packets for City Council, Planning Commission and other boards.
- Assist with document scanning.
- Schedule and assist in the preparation of monthly staff activity/training meetings. This includes submitting a budgetary and event plan for the entire year to the City Recorder for approval, monthly coordination, staff notification and delegation of training materials.
- Track and update terms of City officials, commissions, committees and boards.
- Prepare files and indexes for contracts, easements, and deeds.
- Function as a Notary Public when called upon.
- Available to assist City Recorder with a wide variety of duties and responsibilities.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Able to type 80-100 words per minute.
- Effective in oral and written communications.
- Proficient knowledge of office practices and procedures.
- Excellent organizational skills.
- Able to deal effectively with the public.
- Proficient with Microsoft Office, WordPerfect, Quattro/Excel, and general computer knowledge and skills.
- Fun, outgoing personality and able to work independently and as a team.

Qualifications:

Bachelor or Associate degree and two years of municipal experience required.

Salary:

\$12.80 starting per hour depending upon qualifications. Includes paid retirement into State Retirement System, paid holidays, and paid vacation/sick leave.

All interested applicants should complete a City application and provide a resume. The City will make reasonable efforts in the application process to accommodate disabled applicants. If you have special needs or questions, please call (801) 785-9668, ext. 100.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER