

Deputy City Recorder

Heber City Corporation is seeking a full-time Deputy City Recorder. Responsibilities include, but are not limited to, the ability to take meeting minutes; act as Airport Board secretary; assist with the recording of city ordinances and resolutions; organize, maintain and index city records and documents; assist with elections; and act as back up to the Treasurer's office. The successful candidate will be a high school graduate with two years of office experience or have an equivalent combination of education and work experience. Excellent grammar and writing skills required and a proficiency in Microsoft Office products. This is a fully benefited position. Benefits include health, dental, vision, URS retirement, paid holidays, vacation and sick time.

Interested persons can obtain an application on the City's web site at www.ci.heber.ut.us. Applications and a complete job description may also be obtained by contacting Melanie Alleavitch at malleavitch@ci.heber.ut.us or by calling 435-657-7902. Applications can be submitted to the listed e-mail address , malleavitch@ci.heber.ut.us or delivered to the City Offices located at 75 North Main Street, Heber City, Utah. Open until filled. Pay Grade 11 - \$15.72-\$21.90. Heber City Corporation participates in E-verify and is an EOE.