



CITY OF NORTH SALT LAKE

City of North Salt Lake

JOB ANNOUNCEMENT DEPUTY CITY RECORDER

The City of North Salt Lake is seeking qualified applicants for the position of Deputy City Recorder. This position is a part time (20 hours per week) non-benefited position located at the City offices located at 10 East Center Street in North Salt Lake and which are open Monday-Thursday, 7:00 a.m. to 5:30 p.m. The job duties include a variety of administrative tasks which support the City Recorder including: creating agendas, notes, reports, calendars, correspondence and other written materials. Other duties may include attendance at public meetings, preparation and clean-up at public meetings, performing basic research and responding to requests for information, answering phone calls, tracking and filing of agendas, minutes, contracts and other documents and assisting in the use of public websites, social media, document management software and other electronic media. Ideal candidates will have great verbal and written communication skills, a flexible and friendly personality, a commitment to customer service and the ability to support other employees in a team setting. Work experience in local government, particularly previous city recorder experience, is helpful but not necessary. Qualified applicants should also be proficient in the use of current computer programs and mobile electronic devices. Persons who love to be organized and focused while at the same time enjoy the experience of efficiently multi-tasking are encouraged to apply.

Compensation range for this position is \$17-20 per hour, depending upon qualifications. The City will be taking applications for this position until June 8 at 5:00 p.m. Questions regarding the position may be directed to Linda Horrocks, City Recorder, at (801)335-8709 or via email at lindah@nslcity.org. Qualified applicants may apply for this position by submitting an application and other supporting documents such as a cover letter and resume, if desired, by visiting the following: <https://nslcity.applicantpro.com/jobs/>

The City of North Salt Lake is an Equal Employment Opportunity Employer.