



City of Erda
2163 W. Erda Way
Erda, UT, 84074

DEPUTY CITY RECORDER

GENERAL PURPOSE

Perform various advanced administrative, technical, and clerical duties as needed to expedite and coordinate the functions of the City Recorder's Office.

SUPERVISOR

Work in conjunction with the current City Recorder under the supervision of the City Council.

POSITION(S) SUPERVISED

None

ESSENTIAL FUNCTIONS

Provide direct backup to the City Recorder and all tasks assigned to the City Recorder's Office. Prepare supporting documentation for City Council Meetings. Publish agendas and documentation packets for City Council Meetings and Planning Commission Meetings. Post and publish appropriate notices as required by state law.

May be assigned to attend City Council and Planning Commission Meetings and prepare transcription of meeting minutes from notes and recordings as directed.

Assists City Recorder with municipal election responsibilities and works directly with Tooele County Elections. Answer and respond to phone calls.

Assist in the care, maintenance, scheduling, designation, classification, disposal, and preservation of all City Records.

Maintain active membership to IIMC (International Institute of Municipal Clerks). Attend conferences for training as designated for City Recorders and Deputy Recorders. Perform Oaths of Office and attest signatures on official documents as needed. Perform other duties as assigned.

Maintain and manage the Official Records numbering system for city records.

HOURS

10 to 12 hours a week on a flexible basis, including evening meetings.

RATE

20 to 22 dollars per hour.

City of Erda
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Ph# 435-243-5577

FLSA AND AT-WILL STATUS

The Deputy City Recorder position is non-exempt under the Fair Labor Standards Act. It is a part-time and at-will position exempt from the protections of Utah Code 10-3-1105. As such, the City Recorder may be terminated with or without cause and shall not be entitled to due process appeal procedures as set forth in Utah Code Ann. 10-3-1106 as amended.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from High School or G.E.D.; responsible experience related to the above duties helpful but not required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of municipal government, planning, community development, emergency management for city records, and record management and retention.

Knowledge of Government Records Management Act (GRAMA)

Knowledge of modern office procedures, methods, and computer equipment; English usage, spelling, vocabulary, grammar, and punctuation; practices used in minute taking and preparation.

Ability to operate a personal computer, Microsoft products, and Adobe Acrobat. Ability to communicate effectively through contacts with other departments, elected officials, and the public on matters requiring explanation and discussion of City Recorder's Office matters.

WORKING CONDITIONS

Tasks require a variety of physical activities, not generally involving muscular strain, but some standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, and finger dexterity are required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and guided problem-solving.

The above statements describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to and do not infer or create employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

The City of Erda is an equal opportunity employer and does not discriminate based on race, color, national origin, gender, sexual orientation, gender identity, religion, age, or disability. The City of Erda is a drug-free workplace; successful candidates must pass a pre-employment drug test before hiring.

How to Apply: Applications And Resume must be submitted online at Erda.gov. This position is open until filled.

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