

JOB OPENING FOR CITY RECORDER



City Recorder/Clerk Duty

Administrative Assistance to Mayor and City Council
Council Meetings
Records Management/GRAMA
Payroll
General Ledger
Budget Officer
Purchasing Agent
Month End/Quarterly report
Planning & Zoning Secretary
Accounts Payable
Election officer & filing officer
Contracts
Official Oaths
Financial Statements
Board of equalization
Public Notices
Checks
Training and Education
Year End Reports
Notary Public
Grant Administrator
General Office Duties/Public Relations

Purpose of City Recorder:

Dedicated to performing Skills on a daily basis, that will lead to progressive responsible municipal government. Shows moral dedication and pledges to perform tasks in the best interest of the city. Upholds and pledges to the Institute of Municipal Clerks Profession and Personal Code of Ethics. Will constantly strive to improve the administration and affairs of the office of city recorder; to be consistent with applicable laws and through sound management practices to produce continued progress to fulfill responsibilities to community and others.

You can get an application at Emery Town office.

Applications and resumes will be accepted at the town office until February 12, 2024