



Job Title: Clerk/Recorder

Location: Cedar Fort, Utah

Reports To: Mayor

Position Type: Part Time

Job Overview:

Cedar Fort Town is seeking a reliable, organized, and community-minded Town Clerk / Recorder to manage official town records, coordinate public meetings, support municipal financial processes, and serve as the town's primary administrative contact. This is a hands-on role that requires attention to legal compliance (GRAMA, records retention, election coordination), excellent written and verbal communication, and basic bookkeeping and records-management skills.

Key responsibilities:

- Prepare, post, and distribute meeting agendas (with attachments/summaries) and attend Town Council, Planning Commission, and Cemetery Committee meetings.
- Draft, circulate, and post meeting minutes in a timely manner.
- Process town payments: prepare bi-weekly checks and receipt/forward permit and fee payments.
- Accept, log, and route permit applications; place permit items on agendas when action is required.
- Maintain regular office hours (approx. 8 hours/week) and serve as primary front-desk contact—collect mail, answer/route phone calls, assist the public.
- Serve as custodian of the town's official records and archives (codes, ordinances,

resolutions, contracts, deeds, reports, election materials); receive, certify, and file official documents.

- Implement and oversee records-retention and archiving processes, including secure destruction of obsolete records.
- Respond to GRAMA (public records) requests within statutory timeframes.
- Draft and publish public notices and mailers; provide updates for the town website content for agendas, minutes, calendars, and forms.
- Act as the county liaison for municipal elections; maintain voter records and help coordinate polling logistics and canvass returns.
- Administer oaths of office and maintain custody/use of the official town seal.
- Assist in compiling and submit the Annual Municipal Report and prepare records for external audit.

Minimum qualifications:

- Strong organizational skills and attention to detail.
- Proficiency with Google Drive and common office software (word processing, spreadsheets, email).
- Comfortable drafting minutes, public notices, and routine municipal correspondence.
- Ability to obtain and maintain a Notary Public commission within two months of hire.
- Ability to pass a background check.
- Ability to attend evening meetings as required.

Preferred qualifications:

- Previous experience in municipal government, municipal clerk/recorder work, or public records administration.
- Basic bookkeeping or accounts payable experience.
- Familiarity with GRAMA or other public records statutes and municipal records-retention policies.
- Certification or training from state clerk associations or related professional organizations.

Physical & scheduling notes:

- This position is primarily office-based with periodic evening meeting attendance.
- Hours may increase during election periods, budget/audit season, or special projects.

How to Apply:

Please submit a resume, cover letter, letter of interest, and three professional references to: Mayor Wyatt Cook at mayor@cedarfort.gov by October 24, 2025 at 5:00 PM. For questions call Wyatt at 801-768-2147 ext 0. Interviews will be conducted October 27th through October 28th.

The Town of Cedar Fort is an equal-opportunity employer and values a diverse workforce. Accommodations are available upon request for applicants taking part in the hiring process.