



Town Clerk/Recorder Job Opening

Big Water Municipal Corporation - 60 N Aaron Burr, Big Water, Utah - 435-675-3760

Big Water Municipal Corporation is seeking a qualified, dependable, and self-motivated individual to serve as Town Clerk/Recorder.

This is a key leadership and administrative position responsible for financial administration, records management, statutory compliance, and clerking functions of the municipality.

POSITION TYPE

- Full-time (minimum 32 hours per week, maximum 40 hours per week)
- Required office hours: Monday–Thursday, 9:00 a.m. – 3:00 p.m.
- Additional hours as needed to meet minimum weekly hours
- Evening monthly meeting attendance required (Town Council, Planning & Zoning)

KEY RESPONSIBILITIES (not limited to:)

- Clerk Town Council meetings, prepare agendas and packets, take minutes
- Post public notices, Public Hearings and Agendas in compliance with Utah State Code
- Accounts payable and accounts receivable
- Payroll processing and financial recordkeeping
- File quarterly and annual reports with Transparent Utah and the Utah State Auditor
- Serve as Appointed Records Officer and administer GRAMA requests and maintain all records of the Town
- Ensure compliance with Municipal Code and Utah State Code
- Assist with grants, audits, and intergovernmental coordination
- Work with Mayor, Council, engineers, county officials, vendors, and staff
- Attend trainings and conferences (travel required)

REQUIRED QUALIFICATIONS

- Strong organizational, communication, and research skills
- High integrity and professionalism
- Ability to work independently with minimal supervision
- Willingness to obtain and maintain GRAMA certification
- Proficiency with office and accounting software
- Willingness to work evenings as required

***APPLICATIONS WILL BE
REVIEWED AS RECEIVED AND
THE POSITION WILL REMAIN
OPEN UNTIL FILLED***

HOW TO APPLY:

Submit an application and resume to
Big Water Town Hall at
60 N Aaron Burr, Big Water, Ut 84741
or email to Sburkett@bigwaterut.gov
An interview will be scheduled once
application and resume are received

BENEFITS

- Medical and dental insurance
- 401(k) / retirement plan
- Paid Time Off and paid holidays

STARTING PAY

\$18.00 minimum - negotiable depending on experience