TOWN OF STERLING UTAH

Gateway to outdoor Adventure

Job Opening for Part Time Town Clerk/Recorder

DWS Listing # 4976140 * Closes 3/17/2026
Email Resume to Mayor Zeb Wignall - zeb.sterlingcity@gmail.com or put in Drop Box
Wage Range $15-$18.50/hour

Duties-Responsibilities:
*Prepare meeting agendas for Town Council, Planning and Zoning and any additional boards requiring an agenda
*Record, edit and distribute minutes of council meeting and additional boards requiring minutes
*Prepare the budget for adoption by Mayor and council members
*Make payments to current vendors, operating expenditures and review the validity of all such expenditures per audit requirements
*Maintain and store all recorded municipal documents and financial records according to retention times
*Prepare all proper notifications to be published in the local newspaper in a timely manner
*Communicate effectively with management, government officials and staff
*Act as a liaison between the Council and the public
*Draft meetings agendas and bylaws
*Utilize computer databases and software
*Prepare and maintain official reports, legal documents, financial records and reference material
*Coordinate municipal elections
*Transcribe, type and proofread documents
*Ensure that municipal records are accessible to the public
*Must be high school graduate
*Previous office management experience preferred
*Computer skills and knowledge of software applications and relevant computer systems
*Excellent verbal and written communication skills
*Time management and organizational skills
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