

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:

- *Draft & Prepare meeting agendas and by-laws 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, official reports, legal documents, reference materials and financial records according to retention times
- *Prepare all proper notifications to be published on the pmn.utah.gov public notice website in a timely manner, as required by law
- *Communicate effectively with management, government officials and staff
- *Act as a liaison between the Council and the public
- *Utilize computer databases and software
- *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
- *Compliance with all federal, state and local laws and regulations

Just off of Heritage Hwy 89. 75 N 100 W Sterling Utah 84665 Po Box 650096 Phone 435-835-1799 Website Sterlingutah.com

Town of Sterling Mayor: *Zeb Wignall*