

JOB OPENING NOTICE
TOWN DEPUTY RECORDER

Date Posted: January 3, 2019

Job will close when position is filled.

**The Town of Fairfield has a
Town Deputy Recorder position available.**

PAY SCALE: Will be determined upon experience.

ESSENTIAL SKILLS AND ABILITIES REQUIRED:

1. Be familiar with Google Docs.
2. Ability to perform tasks in a complete and accurate manner.
3. Demonstrate timelines and follow-through on duties and assignments.
4. Ability to work well with other people.
5. Ability to communicate effectively.
6. Reliability and good attendance.
7. Problem solving attitude approach.
8. Positive work attitude, outgoing, helpful, confident, committed.
9. Basic computer skills required.
10. Ability to follow written and verbal instructions.

DUTIES:

1. Attend town meetings - up to four meeting per month.
2. Hours will consist of - up to 30 hours per month.
3. Take accurate meeting minutes.
4. Posting notices, agendas and meeting minutes.
5. Secretarial work for the Planning & Zoning Commission.
6. Assist with building permits.
7. Assist with business licenses.
8. Filing
9. Occasional customer service.

APPLICATION PROCEDURES ARE AS FOLLOWS:

1. Apply by phoning the Fairfield Town Office- 801-766-3509 or by emailing recorder@fairfieldtown.org
2. Ensure that a completed job application and up-to-date resume are delivered to the Fairfield Town Office- 17872 W 1540 N Fairfield or emailed to recorder@fairfieldtown.org
3. Applicants will be interviewed for the position.
4. If you have any questions please call Mayor Brad Gurney 801-874-8386.