

June 14, 2019

Ms. Melanie Marsh
Human Resource Director
439 West Utah Avenue
Payson UT 84651

RE: POSITION – CITY RECORDER

Dear Ms. Marsh:

I am very interested in the position of City Recorder for Payson City and ask for your consideration. My previous 21 years of experience as a City Recorder as well as currently working as the Payson City Deputy Recorder have given me the knowledge, training, and insight to perform the required duties for the position.

In my current position, I have assisted in creating new processes and documentation for Development Services including updated applications, a yearly submittal calendar, a development process document as well as an updated iWorQ system for building permits beginning with January 2016. The building records room in the basement is being organized to preserve documents while files that have met their retention are destroyed. My hard work, creativity, and attention to detail has given me great success in the responsibilities of a City Recorder. I am a certified records officer with the Utah Division of Archives. I would enjoy assisting the mayor, council, and staff in accomplishing the goals of the City and am excited to utilize my skills and experience to become a valuable employee to Payson City.

I appreciate this opportunity and thank you for your consideration.

Sincerely,



Kim E. Holindrake, MMC
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