

Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

Employment Opportunity

TREASURER/PLANNING COMMISSION SECRETARY/DEPUTY RECORDER

Willard City is seeking a qualified individual for the part-time position of Treasurer/Planning Commission Secretary/Deputy Recorder. The current employee is retiring after more than twenty years of service. The Treasurer/Clerk performs a wide variety technical, legal, and clerical duties in support of the Municipal Office and Justice Court such as processing documents and records, extracting and compiling records or data, responding to inquiries concerning services and procedures. Responsible for the management and preparation of Planning Commission meeting agendas and meeting notices pertaining to regular and special sessions, and the recording of meetings and items before the Commission and actions taken; maintenance of official minutes of all proceedings. Duties also include maintaining and monitoring established record keeping, filing, and data base systems, keyboarding or typing forms, letters, record entries, and other material. Performs Treasurer's duties including, but not limited to accounts payable and receivable; preparation and maintenance of the fiscal year budget and reviews and enters data, processes transactions and maintains accounts.

This position requires a working knowledge of governmental accounting procedures, office procedures, rules and authority, and transacts the general business of the office court and assists with the Justice Court.

MINIMUM QUALIFICATIONS: High School diploma or equivalent with a preference of, two (2) years of college level business courses and/or governmental accounting experience.
Closing Date: Open until filled; Salary : DOQ

Status: This position also provides a great opportunity to work on other critical projects with the governing bodies, staff, and public. This is a part-time, partial benefited position with sick and annual leave, holidays, and State Retirement with a starting pay depending on qualifications(may become full-time in the future. Please direct all inquiries and submit your cover letter, resume, and references to Chris Davis City Manager at cdavis@willardcity.com. For an application, a full job description and qualifications, visit www.willardcity.com .

10/22/20