

## **WALLSBURG TOWN COUNCIL IS CURRENTLY ACCEPTING RESUMES FOR WALLSBURG TOWN CLERK**

Wallsburg Town Clerk performs routine and occasionally complex administrative assistant duties to support the Wallsburg Town Council and citizens.

### **DUTIES INCLUDING BUT ARE NOT LIMITED TO:**

- assist the public and local officials with obtaining documents, scheduling meetings, preparing for agenda items, accepting and processing water and rental payments, processing reimbursement of costs and deposits paid, and other assistance as needed
- prepare and post meeting agendas and hearing notices as required by Utah Code for both the Town Council and Planning Commission
- set up meeting location with agenda packets for each council member, a recorder and any other accommodations that may be needed prior to scheduled meetings
- attend Town Council and Planning Commission meetings and hearings, record meetings and hearings, prepare, record and upload minutes from each meeting or hearing as required by Utah Code
- prepare, track, scan and copy documents approved by the Council as needed. This may include coordinating the execution of signatures on the documents and providing final documents to all necessary parties.
- record approved documents with the County Recorder as needed and file and archive ALL final documents approved by the Council
- prepare, coordinate execution of signatures and deliver correspondence on behalf of the Council and Planning Commission
- coordinate elections, candidate requirements and oaths of office
- maintain an accurate log of *all* payments received by the Town
- work directly with financial service staff for accounts payable, accounts receivable, water billings, water meter readers, check registers, monthly and annual financial reports
- make bank deposits weekly
- pick up the Town's mail from the Post Office at least once per week and coordinate receipt of payments and bills with financial service staff to ensure receipts and expenses are processed in a timely manner
- travel to the financial services office in Orem at least once per month to deliver and retrieve the water meter reader and any other financial records as needed

### **REQUIRED SKILLS, TRAINING, KNOWLEDGE AND ABILITIES, INCLUDING BUT NOT LIMITED TO:**

- proper verbal and written communication skills and etiquette
- general knowledge of the operation standard office equipment
- efficient word processing spreadsheet and data entry knowledge and experience
- availability at monthly Town Council and Planning Commission meetings and any additional work meetings or hearings as needed. Attendance may be excused with reasonable notice, justification and necessary arrangements for coverage.
- consistent availability at the office in the Town Hall for a minimum of four (4) hours per week to assist the public. Hours can be flexible with reasonable notice to accommodate the public
- attention to detail, organization, time management, record keeping, file organization and other work processes and skills

**REQUIRED SKILLS, TRAINING, KNOWLEDGE AND ABILITIES, INCLUDING BUT NOT LIMITED TO:** *continued*

- annual Open and Public Meeting Act (“OPMA”) training will be required. General knowledge and training of codes and laws pertaining to the Utah OPMA requirements, including preparation and posting of meeting notices, minutes, recordings and other legal notices.
  - annual Government Record Access Management Act (“GRAMA”) training will be required. The training will cover updates pertaining to the requirements for maintaining, classifying, providing and retaining records.
  - general knowledge of codes and laws pertaining to local governments
  - mental competence
  - be eligible to be bonded by the Town’s insurance company
  - currently possess or acquire a notary public certification within the 90 day probation period. Town will be responsible for any related costs.
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- Applicants must be a resident of Wallsburg Valley, residence within the Town limits preferred
  - Training for the position, including OPMA and GRAMA, will be provided.
  - Office space, including internet access, laptop computer, printer and basic office supplies will be provided
  - Pay will be discussed when the position is offered to a qualifying candidate
  - Upon acceptance of the position, Town Clerk will be subject to a 90 day probation period. After successfully completing the probation period, annual reviews will follow.

**RESUMES WILL BE ACCEPTED BY MAYOR CELENI RICHINS UNTIL AUGUST 10TH, 2022.**

**Email preferred [CeleniRichins@gmail.com](mailto:CeleniRichins@gmail.com)**