



JOB ANNOUNCEMENT
Deputy Recorder I
Variable part time 20-29 hours per week
Grade 13 @ \$15.49 per hour, with pro rated retirement

Performs a variety of **working level clerical duties** designed to expedite the processing, recording, abstracting and archiving of legal documents filed with Emery County. Graduation from high school with course work in general office practices and procedures or the equivalent combination of education and work experience.

Ability to read and understand legal documents and legal descriptions preferred; work independently; operate standard office machinery including computer, copy machine, scanning, faxing, and adding machine; communicate effectively verbally, in writing, and on the telephone; work quickly and very accurately; develop effective working relationships with elected officials, professionals, the public, and fellow employees; work performed in a typical office environment.

Applicants for employment may be required to undergo a drug test as a condition of employment.

Send or email resume and completed employment application to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Email: maryh@emery.utah.gov you can obtain employment application by calling 435-381-3578 or going to www.emerycounty.com

POSTING CLOSES September 30, 2021, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER