

NOTICE OF EMPLOYMENT

The Town of Apple Valley is accepting applications for the position of TOWN CLERK/RECORDER. This is a part time position. Applicants must be available to attend Town meetings to take minutes. Applicants should have experience with clerical/recorder duties. Municipal recorder experience and some financial experience are preferable. This job will require overseeing elections, all Town documents, the issuance of licenses, and some treasurer duties, including assisting with the budget and doing payroll. This individual will be the official records officer for the Town. This individual will assist with building dept and permitting. Applicant will prepare monthly utility bills and must have some experience with accounting software, preferably Pelorus Methods. For a more detailed list of requirements, please inquire within. Please send resumes to: Town of Apple Valley, 1777 N. Meadowlark Dr., Apple Valley, UT 84737 or email to mmcgowan@applevalleyut.gov. Salary: Starting at \$12 hour and up DOE. The deadline for applicants to submit a resume is January 12, 2018. May require pre-employment drug screening and criminal background check. The Town of Apple Valley is an equal employment opportunity employer.

CERTIFICATE OF POSTING I, as duly appointed Recorder for the Town of Apple Valley, hereby certify that copies of this notice were posted at the Apple Valley Town Office, and the Town website www.applevalleyut.gov.

Dated this 9th day of January, 2018
Jauna McGinnis, Clerk/Recorder
Town of Apple Valley