

NOTICE OF EMPLOYMENT

The Town of Apple Valley is accepting applications for the position of a TEMPORARY Office Assistant. This is a part time position with no benefits up to twenty-nine (29) hours a week at a rate of \$11/hr. The position is temporary with the length of time unknown. Send an application and resume to: Town of Apple Valley, 1777 N. Meadowlark Dr., Apple Valley, UT 84737 or Fax to 435-877-1192 or email to jmcginnis@applevalleyut.gov. Applications will be taken until position is filled.

Applications may be found on the Town website, www.applevalleyut.gov, or you may call/email to request one. The Town of Apple Valley is an equal employment opportunity employer.

Basic knowledge of office functions plus ability to use accounting software and Microsoft Office is required.

CERTIFICATE OF POSTING I, Jauna McGinnis, as duly appointed Recorder for the Town of Apple Valley, hereby certify that copies of the notice of vacancy were posted at the Apple Valley Town Office and the Town website www.applevalleyut.gov the 13th day of April, 2018.

Dated this 13th day of April, 2018
Jauna McGinnis, Recorder
Town of Apple Valley