

NOTICE OF EMPLOYMENT

The Town of Apple Valley is accepting applications for the position of TOWN CLERK/RECORDER. This is a part-time, possibly full-time position. Municipal recorder and financial experience are preferable. Job requires attendance at all Town meetings to take minutes, overseeing elections and all Town documents, issuance of licenses, some treasurer duties, including assisting with billing intake and distribution, assisting building dept. and permitting. Experience with Pelorus Methods and Microsoft Office is beneficial. Other duties include website, Facebook and others as assigned. Send resumes and application to: Town of Apple Valley, 1777 N. Meadowlark Dr., Apple Valley, UT 84737 or email to jmcginnis@applevalleyut.gov. Negotiable Salary: Starting at \$14 hour and up depending on experience. Open until position is filled.

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, Jauna McGinnis, 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, Department of Workforce Services and the Town website www.applevalleyut.gov.

Dated this 6th day of August, 2018
Jauna McGinnis, Clerk/Recorder
Town of Apple Valley