TOWN OF RANDOLPH

is now taking applications for the

TOWN CLERK POSITION

A minimum of two days office work, two monthly meetings after hours

Must be 21 years old and agree to a background check and initial and random drug testing

Quick Books, Word, and Excel experience needed

Duties include general office management, payroll, government reporting, reconciliation and accountant’s compilation reports, budgeting and financial statements, website posting and support

Competitive wage scale with experience and qualifications

Apply at jobs.utah.gov or contact the office at 435-793-3185, Tuesday or Thursday. Application online at townofrandolph.org under Town Information. Please include resume.