

JOB OPENING

Rich County Recorder's Office

The Rich County Recorder's Office is seeking a full-time assistant.

Opening Date: October 18, 2022

Closing Date: The position will remain open until a qualified individual is found

Job Description:

1. Record documents & maintain county land records & maps.
2. Correspondence with other agencies as necessary, the public, & businesses via phone, email, written letters, or in person.
3. Basic secretarial duties

Employment Requirements:

1. High school diploma or GED &
2. Must consent and pass a background check

Applications may be obtained in the Rich County Recorder's Office Monday-Friday from 9:00 am – 5:00 pm. Being closed from Noon-1:00 pm for Lunch.

Applications may also be obtained from Rich County's website as follows:

Richcountyut.org

Departments

Human Resources

Forms

Rich County Job Applications

Please submit a resume' **AND** application to PO Box 322 Randolph, UT 84064 or kbowden@richcountyut.org