

JOB OPENING

RICH COUNTY TREASURER'S OFFICE

POSITION: PART-TIME DEPUTY

OPENING: June 1, 2023

STARTING WAGE: \$15.00/hr

CLOSING DATE: Position will remain open until a qualified individual is found.

JOB SUMMARY:

Under the general direction of the County Treasurer, perform skilled tasks in the Treasurer's office. Must be proficient with the computer, 10-key and copy machine/scanner. Must be able to communicate effectively and amiably with the public in person and on the telephone.

PHYSICAL DEMANDS:

Regularly walk, sit for extended period of time, stand, stoop, and some heavy lifting.

Applications available at the Rich County Clerk's Office

M-F 9:00am – 12:00 noon, 1:00pm – 5:00pm

Or may be printed from richcountyut.org under "How do I apply for a job?"

Please submit both application and resume' by mail to:

PO Box 186, Randolph, UT 84064

or by email to: largyle@richcountyut.org

Questions: contact LouJean Argyle at 435-793-5155

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