

JOB OPENING

RICH COUNTY RECORDER'S OFFICE

DEPUTY RECORDER POSITION (FULL TIME)

Part time available for right individual

STARTING WAGE: \$18.00 PER HOUR

Opening Date: April 1, 2024

Closing Date: Position will remain open until a qualified individual is found.

Job Description:

1. Perform a variety of working level clerical duties to process, record, abstract and archive legal documents filed with Rich County.
2. Corresponds as necessary with other agencies, the public, and/or businesses via letters, phone, email, or in person.
3. General office tasks such as typing, filing, and computer input.

Requirements for Employment:

1. Highschool Diploma or GED; and
2. Must consent to and pass a background check.

Applications can be obtained from the Rich County Recorder's Office Monday-Friday from 9:00-5:00 (being closed from 12:00-1:00 for lunch).

Applications are also available on the Rich County website: richcountyut.org under:

Departments

Human Resources

Forms

Rich County Job Application

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