

MAYOR
HARRIS SONDAK

TOWN COUNCIL
CLIFF CURRY
ELISE MORGAN
MARGARET BOURKE
SHERIDAN DAVIS



TOWN OF ALTA
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Posted: Sept 5, 2018

JOB OPENING

DEPUTY TOWN CLERK

General Purpose:

Under general supervision of the Town Clerk, assists with various accounting, planning, purchasing, record maintenance, elections, reporting and human resource duties. Assists with daily operation of the town and performs other duties and responsibilities as necessary and assigned. Acts as sole court clerk to the Alta Justice Court; liaison between judge, prosecutors, defendants and officers. Performs some of the Town Clerk's duties in the Town Clerk's absence and administers various licensing programs.

Essential Functions:

- **Accounts Payable/Receivable:** prepare checks for invoice payment using Caselle accounting system, prepare biweekly payroll, monitor costs and evaluate vendor services, track inventory and order equipment and office supplies, prepare sewer/water bills, issue business licenses and dog licenses, notices to court defendants, executing bank deposits.
- **Human Resources:** Provide support to Town Clerk for federal filing requirements (W4 and I9 forms), report workers compensation cases, administration of employee benefits.
- **Court Clerk:** Process citations, coordinate between justice court judge, Alta Marshals Office, defendants, and manage numerous other aspects of ongoing cases. Attend monthly justice court sessions and maintain certifications as required by state law.
- **Business License Official:** Coordinate with entities doing business in Alta to ensure annual licensure. Pursue Utah Business License Association certification.
- **Maintain Town of Alta Office Hours:** Provide routine customer service at Town of Alta offices during regular business hours in conjunction with other staff members.
- **Miscellaneous responsibilities:** Maintain Town of Alta website, attend various trainings, attain notary public licensure and provide notary services at the town office, serve on town safety committee.

Minimum Qualifications:

Proven competence in financial accounting methods including work experience, fluency with computers in general and specifically, Microsoft Office Suite of programs, possess excellent verbal and written communication skills, ability to work well with others including coworkers, public, community members, and outside agencies. Applicant must consent to a criminal background check and be bondable

Preferred Qualifications:

Bookkeeping work experience, familiarity with Caselle accounting software and Coris court software, 4 years experience within law enforcement or courts, demonstrated ability to work as a team.

Physical Requirements:

Must have excellent verbal and written skills, able to speak English, and access office in a high mountain environment in extreme weather.

Salary range \$36,500 – 39,000

Status: Full Time with health, dental and vision insurance, enrollment in the State Retirement System, vacation & sick leave benefits

Resumes should be submitted via email to John Guldner at jguldner@townofalta.com

Posting closes Sept 21, 2018