

**MAYOR**  
ROGER BOURKE

**TOWN COUNCIL**  
CAROLYN ANCTIL  
JOHN BYRNE  
SHERIDAN DAVIS  
ELISE MORGAN



**TOWN OF ALTA**  
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4/4/2022

## **JOB POSTING DEPUTY TOWN CLERK**

### **General Purpose:**

Under the general supervision of the Town Clerk, the Deputy Town Clerk (DTC) assists with accounting, planning, purchasing, record maintenance, elections, reporting, and human resource duties. The DTC assists with the daily operations of the town, aids the Town Clerk in preparing for town council meetings, and performs other duties and responsibilities as necessary and/or assigned. The DTC acts as the sole court clerk to the Alta Justice Court and is the liaison between judge, prosecutors, defendants and officers. The DTC performs some of the Town Clerk's duties in the Town Clerk's absence.

### **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, order equipment and office supplies, prepare invoices (sewer/water etc), prepare deposits.
- **Human resources:** Provide support to the Town Clerk for federal filing requirements, on/off boarding of Town staff, administer employee benefits, and manage workers compensation cases.
- **Court Clerk:** Process citations, issue notices to court defendants, coordinate between justice court judge, Alta Marshals Office, and manage numerous other aspects of court cases. Attend monthly justice court sessions and maintain certifications as required by state law.
- **Licensing Official:** Coordinate with entities doing business in Alta to ensure annual business licensure and pursue Utah Business License Association certification. Manage the Alta Dog Licensing Program.
- **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, aid the Town Clerk with town council meetings, attend trainings complementary to responsibilities, attain

notary public licensure and provide notary services at the town office, serve on town safety committee.

**Qualifications:**

The Deputy Town Clerk must be able to analyze a wide variety of issues and problems simultaneously; research, conduct, and complete a variety of projects efficiently and effectively; communicate clearly and concisely both orally and in writing; and recommend viable and equitable solutions to a variety of problems. The Deputy Town Clerk must be able to maintain confidentiality of court and other records. The Deputy Town Clerk must have excellent interpersonal skills and work collaboratively and respectfully with both internal and external constituents. The Deputy Town Clerk must be able to work independently and complete work on time.

Applicants must consent to a criminal background check and be bondable.

The Deputy Town Clerk should hold a bachelor's degree in public administration or another related field. The Deputy Town Clerk should have a minimum two years' experience working on issues related to record keeping, accounting, and public relations.

**Preferred Qualifications:**

Bookkeeping work experience, familiarity with Caselle accounting software and CORIS court software, four 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 fluently, and be able to access an office in a high mountain environment in extreme weather.

**Compensation:**

Salary Range: \$45,000 - \$49,000

Status: Full-time with health, dental and vision insurance, enrollment in the State Retirement System (URS), vacation and sick leave benefits.

Application deadline: April 18, 2022 at 12pm noon.

**Resumes should be submitted via email to John Guldner at:**

[jguldner@townofalta.com](mailto:jguldner@townofalta.com)