

JOB POSTING: DEPUTY TOWN CLERK



Reports To: Town Clerk

Status: The Deputy Town Clerk is a full-time, hourly/FLSA non-exempt position with health, dental, and vision insurance, enrollment in the Utah Retirement System (URS), vacation and sick leave, and other benefits.

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:** 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. Manage the 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.

7/9/2024

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

The Town of Alta municipal office building is located in upper Little Cottonwood Canyon at 8,700 feet above sea level. Accessing the building requires traversing up and down steeply sloped pathways and roads, and sometimes over or through a deep snowpack. Working conditions are consistent with a typical office environment and include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling, keyboarding, stooping, crouching, climbing ramps or stairs, and speaking. Must be able to remain in a stationary position for long periods of time, up to 3-4 hours continuously. Tasks may occasionally involve physical effort such as lifting up to 50 lbs. and assisting with snow removal.

The ability to hear, understand, and distinguish speech and/or other sounds (e.g., doorbell, telephone, computer, alarms) including in-person speech, electronic speakers, or other remote speech.

Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers. Clarity of vision at 20 feet or more including the ability to see a person or object, and the ability to recognize features.

Learn new tasks, remember processes, maintain focus, complete tasks independently, make timely decisions in the context of a workflow, ability to communicate with visitors, ability to complete tasks in situations that have a speed or productivity requirement.

Compensation:

Hourly rate: \$24.73 – \$34.62

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

Application Process:

Please submit a cover letter, resume, and three references in a single pdf to Jen Clancy at: jen@townofalta.com

The application deadline is Friday, July 26, 2024 at 12pm noon.

Interviews for selected candidates are expected to be conducted August 1 – 8, 2024.