



Price City is accepting applications for a Full Time Secretary in the Police Department.

Will perform a variety of routine to complex secretarial, technical, and clerical duties.

Requirements include high school graduation or equivalent, a valid Utah Driver License, must be bondable, proficient in Microsoft, type 65 wpm and be 21 years of age.

ALL applications must be submitted with a completed Price City Employment Application, a detailed resume and the results of a typing test dated in 2020.

Wage \$14.92 per hour with excellent benefits.

Price City is an Equal Opportunity Employer:
Applications must be submitted to the Human Resource Department
BY: 12:00pm, Thursday, October 15, 2020