



Price City is accepting applications for a full-time City Recorder. Will perform a variety of administrative, clerical, and other duties relating to maintaining and filing of all city documents. Will serve as the City's records manager, elections officer, and provide administrative support to multiple Price City departments, the Mayor and City Council.

The position requires some scheduled evening work. The applicant must pass a criminal background check, demonstrate expertise with office productivity computer software, type 60 WPM and have a valid Utah driver license. Wage range \$20.54 - \$29.56 per hour with excellent benefits.

All applications must include a resume, a typing test dated in 2022, and a Price City employment application.

Price City is an Equal Opportunity Employer:
Applications must be submitted to the Human Resource Department
By 10:00a.m., Friday, May 20, 2022