

# JOB OPENING

## Rich County Clerk's Office

The Rich County Clerk's Office will be hiring a Full-Time Deputy Clerk (35 hrs/week) with benefits.

Opening Date: March 31, 2025  
Closing Date: Position will remain open until a qualified individual is found.  
Starting Pay: **\$21 per hour**

### Job Description:

Performs a variety of administrative and clerical duties, including managing & preparing documents, maintaining records, assisting with elections, basic accounting, and providing customer service to the public over the phone, in-person, and via email.

May assist the Clerk/Auditor with any of the following: financial audits and reports, accounts payable and receivable, administration of benefits for county employees, payroll, District & Justice Court proceedings, elections, business licenses, marriage licenses, commission meetings, planning and zoning meetings, tax commission appeals, general correspondence and record keeping. This description is not comprehensive, and applicants must be willing to accept additional assignments as needed.

Occasional evening work and travel is required for planning and zoning meetings, out-of-town training, etc.

### Requirements for Employment:

1. High School Diploma or GED; and
2. Must consent to and pass a background check

Candidates should be confident working in a busy office atmosphere with frequent interruptions. Preference will be shown to candidates who can demonstrate computer and writing skills.

Anyone wishing to apply for this position can pick up an application at the Rich County Clerk's Office on Monday - Friday from 9:00 am to 5:00 pm (closed from 12:00-1:00 pm for lunch).

Applications can also be found on the Rich County website: [richcounty.gov](http://richcounty.gov) under Departments - Human Resources - Forms - Rich County Job Application

**Please submit both an application and a resume to:**

**Rich County Clerk's Office  
PO Box 218  
Randolph, UT 84064**

**Or to [apeart@richcounty.gov](mailto:apeart@richcounty.gov)**

Please contact Anneliesa Peart with any questions: 435-793-2415.