

Grand County

In House & Public Job Opportunity

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| Job Title: Deputy Clerk/Auditor | | |
| Department: Clerk/Auditor's Office | | |
| Location: 125 East Center Street, Moab Utah | | |
| Reports to: Grand County Clerk/Auditor | | |
| Pay Range: Grade 5 Starting pay: 11.12 per hour Revised: 5/2008 | Type of Position <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Benefits | Job Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/> Safety Sensitive <input type="checkbox"/> On Call <input type="checkbox"/> Public Safety |

Job Summary

The Deputy Clerk/Auditor will work under the direct supervision of the Grand County Clerk/Auditor performing general and departmental specific office tasks.

Education & Experience

- High school diploma or equivalent.
- Three (3) years related clerical experience and/or education and accounting knowledge skills.

Special Requirements

- A six-month probationary period is a prerequisite to this position.
- Successful completion of pre-employment drug screening is required.
- Must pass a criminal history background investigation.

For a complete job description and to apply contact: Grand County Human Resource, 125 E Center Street, Moab, Utah 84532; 435-259-1323; pbyrd@grand.state.ut.us or visit the Grand County website at www.grandcountyutah.net. Position is open until filled. Posted In House & Public May 30th – June 12th, 2008. Published in the Times Independent May 29th & June 5th, 2008.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.