



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6062 Fax (801) 412-3276

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August 3, 2022

## PUBLIC NOTICE

The City of South Salt Lake is accepting applications from for the following  
**Deputy City Recorder**

The Deputy City Recorder reports to the City Recorder; provides secretarial and administrative support to the City Recorder.

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### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Coordinates and records regular, work, and special city council and redevelopment agency meetings
  - 1.1 Prepares, advertises, and distributes agendas and supporting materials
  - 1.2 Attends meetings and takes notes of proceedings, i.e. motions, vote results, etc.
  - 1.3 Prepares accurate minutes of the meetings
  - 1.4 Files and maintains indexing of minutes, ordinances, and resolutions
2. Provides administrative support to the City Recorder
  - 2.1 Seals and attests by signature to contracts, agreements, easements and any other documents requiring City certification
  - 2.2 Assists in the preparation of ordinances and resolutions
  - 2.3 Responds to public requests for City records
  - 2.4 Files, maintains retention and disclosure requirements, and maintains indexing of contracts, agreements, real property records, and other City records
  - 2.5 Administers oath of office to public officials
  - 2.6 Assists with City election coordination
  - 2.7 Assists with the retention and destruction of city records per the municipal general retention schedule and city retention schedule
  - 2.8 Assists with disseminating actions taken in the City Council and RDA meetings through various media outlets
3. Provides support to the South Salt Lake City Council as needed
  - 3.1 Schedules meetings and sends follow up correspondents
  - 3.2 Coordinates travel as needed
  - 3.3 Provides communication to the City Council as needed

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### MINIMUM QUALIFICATIONS

#### EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and two years related experience, or any

equivalent combination of related education and experience.

- Ability to become a Utah certified notary within six months of hire.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of records management techniques, including legal requirements for retention and disclosure; knowledge of general city and department programs; knowledge of telephone etiquette.
2. Skill in word processing, office machine usage and the operation of micro-computers.
3. Ability to communicate effectively both verbally and in writing; ability to use independent judgment.

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### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**Grade 20**

**WAGE: \$26.87 - \$40.64**

**CLOSING DATE: Open until filled**

### **MUST COMPLETE CITY APPLICATION**

**Resumes submitted without application will not be considered.**

**Application available on website at [www.sslc.gov](http://www.sslc.gov)**

**or apply in person**

**CITY OF SOUTH SALT LAKE**

**220 EAST MORRIS AVENUE (2430 South)**

**2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER**