



**JOB ANNOUNCEMENT  
CLERK-AUDITOR'S OFFICE  
Posting # 4141-09-10-02**

**Opens: September 2, 2010  
Closes: September 16, 2010**  
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**POSITION: Deputy Clerk-Auditor I**

**PURPOSE:** Under general supervision of the Clerk/Auditor, performs a variety of entry level complex clerical duties as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.

**MAJOR FUNCTIONS:**

- ◆ **Accounts Receivable:** Prepares and mails invoices; receives and receipts various deposits from revenue accounts, i.e, justice court, telecom, airport, city joint ventures, E-911, fire suppressions, tourism and room taxes, internet, cemetery fees, landfill prepaid gate fees and commercial haulers; weed control operations; prepare and compile monthly reports.
- ◆ **Taxation:** Prepares and mails exemption affidavits; monitors exemption status for various organizations; organizes tax sales, follows legal requirements, issues certified letters notifying of pending sales; prepares tax assessment rolls and verifies valuations essential to establishing certified tax rates; prepares and mails valuation notices; assists taxpayers with appeal preparation, schedules appointments with Board of Equalization; updates tax accounts to show value changes, abatements, property changes, etc.
- ◆ **Clerk:** Issues business licenses, beer licenses, marriage licenses, processes passport applications, and keeps records on the same; assists the public over the counter and on the telephone; answers all correspondence received by the office; acts as department records officer in compliance with Utah GRAMA guidelines.

May take minutes of county commission meetings requiring transcriptions; types all minutes of county commission meetings; types correspondence and notices for commission as needed; assists in the update and maintenance of minute indexes.

Assists in the management of various permanent records such as contracts, deeds, easements, petitions, leases, ordinances and bond certificates; assures proper filing; monitors access to records and files; makes copies and distributes according to government records management laws and regulations.

**MINIMUM QUALIFICATIONS:**

- ◆ Graduation from high school with course background in accounting or bookkeeping; AND
- ◆ One (1) year of related experience performing fund or governmental bookkeeping preferred; OR
- ◆ An equivalent combination of education & experience;
- ◆ Working knowledge of standard office practice & procedures, including a personal computer (word processing, spread sheets, etc.), keyboarding and ten-key skills required.

**SCHEDULES & COMPENSATION:**

- ◆ Full Time with Benefits (Monday thru Friday)
- ◆ \$13.15 - \$18.22 Per Hour (Starting salary above the minimum of the range is dependent upon qualifications)

For a copy of this announcement visit our website at [www.co.uintah.ut.us](http://www.co.uintah.ut.us) or call Human Resources at 435-781-5389.

**A County application** may be submitted by mail, fax, e-mail, or in person.

Uintah County Human Resources  
152 E. 100 N.  
Vernal, UT 84078  
Fax #: 435-781-5441  
E-Mail: [application@co.uintah.ut.us](mailto:application@co.uintah.ut.us)

***AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***