

TOWN OF LEEDS, UTAH
218 N Main St. Leeds, UT 84746
P: 435-879-2447

POSITION TITLE: Deputy Clerk
DEPARTMENT: Administration
REPORTS TO: Mayor/Town Council
EMPLOYMENT TYPE: Contract/Part-Time
SALARY RANGE: Hourly \$18+ DOE
APPLICATION DEADLINE: Open until filled

POSITION OVERVIEW:

The Town of Leeds is seeking a highly organized, detail-oriented, and dedicated individual to join our team as Deputy Clerk. This position plays a vital role in the day-to-day operations of the town's administrative functions and serves as a key support to the Town Clerk. The Deputy Clerk is responsible for assisting in the maintenance of town records, managing public inquiries, coordinating town meetings, and ensuring compliance with local, state, and federal regulations.

This position requires a professional who values accuracy, transparency, and exceptional public service.

KEY RESPONSIBILITIES:

- Assist the Town Clerk in maintaining and organizing official town records, including meeting minutes, ordinances, resolutions, and other public documents.
- Provide administrative support for town meetings, including agenda preparation, public notifications, and meeting minutes.
- Respond to inquiries from residents, town officials, and external agencies in a professional and courteous manner.
- Process licenses, permits, and other town-related applications accurately and efficiently.
- Maintain and update the town's website and other communication platforms as needed.
- Ensure compliance with open meeting laws, public records requests, and other relevant legal requirements.
- Support the preparation of financial reports, budgets, and other municipal records as directed by the Town Clerk.
- Serve as acting Town Clerk in the absence of the Clerk.
- Perform other duties as assigned to support town operations and services.

QUALIFICATIONS:

- **Education:** High school diploma or equivalent required; associate degree in public administration, business, or related field preferred.
- **Experience:** Previous experience in municipal government, office administration, or a related field is highly desirable.
- **Skills:**
 - Proficiency in Microsoft Office Suite and general office equipment.
 - Strong written and verbal communication skills.
 - Exceptional organizational and time-management abilities.
 - Familiarity with local government procedures and legal requirements is a plus.
- **Other Requirements:**
 - Must be bondable. Consent to a background check.
 - Ability to attend evening meetings as needed.

WORKING CONDITIONS:

- Office environment with occasional evening or weekend work.
- May require lifting of materials or equipment weighing up to [specify weight, e.g., 20 lbs.].

HOW TO APPLY:

Interested candidates are invited to submit the following:

1. A resume detailing relevant experience and qualifications.
1. A cover letter explaining your interest in the position and how your skills align with the responsibilities outlined.

Applications can be submitted via email to clerk@leedstown.org or delivered in person to:

218 N Main
Leeds, UT 84746

For questions regarding this position, please contact Clerk at clerk@leedstown.org or phone 435-879-2447, or Mayor at mayor@leedstown.org.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Leeds is an equal opportunity employer. We encourage applications from all qualified individuals, regardless of race, gender, religion, age, or disability.