

JOB OPENING NOTICE

Grantsville City Corporation is now accepting applications for a full-time Legal/Administrative Assistant position. This position is in the Grantsville City Administration Office. Starting pay is \$13.24 per hour with benefits. The main duties will be as an administrative assistant, secretary, receptionist, and handle incoming and outgoing calls, messages and deals with the public in a courteous, efficient and professional manner. Main responsibility will be to assist the City Attorney's office and shall provide necessary coverage over Clerk III Utilities/Cemetery and Clerk II Accounts Payable as required.

Applicant will need to submit a completed application along with a resume and a type test at 50 words per minute. Applicant must possess excellent customer service skills and be proficient with computers and 10 key. Applicant must be able to communicate effectively both written and verbally. High school graduate or GED required. Applicant must have five years experience and/or college in a related field.

Applicants will be pre-screened according to qualifications.

Closing date for this position is May 28, 2014 at 4:00 p.m. Applications may be picked up at Grantsville City Hall, 429 E Main St. Grantsville or found online at grantsvilleut.gov. Any questions, please contact Susan Gustin at 435-884-4602.

ADA/EEO Employer.