



JOB POSTING DEPUTY CLERK AUDITOR

Carbon County has an immediate opening to fill an existing position for a full-time Deputy Clerk Auditor. Performs basic duties in the Clerk/Auditors office including assisting with: accounts receivable, accounts payable, elections, abatements and business licenses. Candidate must be computer literate. Must be able to work well with the public. Deals with money and must be bondable.

Position Type: Full Time, Non-exempt

Salary: \$16.00 to \$20.00 per hour (depending on experience), with pay increase after 6 month probationary period.

Schedule: Monday through Friday, 8:00 am – 5:00 pm

Application Deadline: Open until filled; application review will begin on December 1, 2024

Qualifications:

Previous money handling experience.

Will be required to pass background check, physical, and drug screen.

Benefits:

Carbon County provides a full range of benefits, including participation in Utah Retirement System plans; vacation and sick leave; medical, dental and vision insurance; and disability and life insurance.

CARBON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

For more information, to review the complete job description, or to apply, visit <https://www.carbon.utah.gov/service/careers/> or contact the Human Resources Department at 435-636-3290 or by emailing personnel@carbon.utah.gov.