

TIME LIMITED – NO BENEFITS

Utah County Clerk/Auditor has the following position available:

ELECTION CLERK – Data Entry 4-6 positions available

The candidate selected for this position must be available to work:

Monday-Friday, 8:00 A.M. - 5:00 P.M.

Hourly Wage: \$10.00-\$12.50, depending upon experience

Dates: June through December

Duties will include:

Data Entry
Sorting and filing
Answering telephones
Processing applications

Selected applicant must be able to lift up to 30 pounds on a regular basis.

Please refer to the Utah County web site at: www.utahcounty.gov/jobs for a Utah County Job Application. Bring a completed application when you meet with Scott Hogensen.

If interested in this position please contact:

Utah County Clerk/Auditor
Scott Hogensen, Chief Deputy
801-851-8124
100 E Center Street, Suite 3100, Provo, UT 84601