

**BIG WATER MUNICIPAL CORPORATION IS HIRING FOR A
SPECIAL SERVICE DISTRICT CLERK**

Duties include: Working with the Mayor and Town Council, Planning and Zoning, and Utility boards, preparing all information needed for meetings, running Zoom meetings, taking minutes at meetings, answering phones, addressing citizen concerns, posting agendas and minutes, payroll, writing ordinances, accounts payable, accounts receivable, grant applications, attending meetings and trainings outside of Big Water, maintain town website, over-see the day to day operations of the town while working closely with the town employees, contractors, and the community. There is a Municipal Clerk and a Special Service District Clerk and both clerks will be expected to perform all duties for both positions.

Must be able to attend evening council and board meetings.

Must have a working knowledge of Microsoft Office and Google Drive. Prefer experience with Pelorus Accounting Software.

Pay starts at \$18 per hour and is negotiable dependent on experience.

Interested applicants may apply at the Big Water Town Hall,
60 North Aaron Burr, Big Water, UT 84741 during regular business
hours.

Contact: 435-675-3760 or bigwaterclerk@gmail.com for more
information.

MONDAY- THURSDAY 9AM-3PM UTAH TIME