JOB OPENING

MILLVILLE CITY PART-TIME OFFICE SPECIALIST

Millville City is accepting applications for an Official Specialist to work between 10-30 hours per week. The Office Specialist will help with a range of duties in support of the City Treasurer, Development Coordinator and City Recorder.

Duties:
- Learn system software and help maintain and improve water meter and monthly billings.
- Assist Treasurer with book keeping, deposits and invoicing.
- Research and ensure that City is receiving sales tax revenue for all Millville businesses.
- Assist Recorder with Business Licenses
- Other tasks as assigned by City Recorder

Qualifications, Skills & Abilities
- High school diploma or equivalent
- At least one year of professional office experience
- Book keeping experience preferred, but not required
- Ability to work effectively with minimal supervision
- Great interpersonal skills to work with residents, elected officials and other staff
- Ability to effectively use a variety of office equipment and software programs including word processors and spreadsheets
- Able to communicate effectively and frequently through email
- Proven skills in problem solving
- Flexible schedule including some evenings
- The successful applicant will be required to pass a pre-employment background check

Pay Rate
- Pay rate will depend on experience.

Please submit letter of application and resume to Recorder Corey Twedt

Email: ctwedt@gmail.com

Mail:
Millville City Corporation
Attn: Corey Twedt
PO Box 308
Millville, UT 84326