



Payson City Job Announcement

Development Services Administrative Assistant

Opening Date: July 9, 2019

Closing Date: July 28, 2019

DUTIES: Under general supervision of the Community Development Director/Public Works Director, performs a variety of responsible administrative, technical, and clerical duties involved in the support of the department. Acts as the front counter customer service agent for planning, building and zoning and provides general information and assistance to the public regarding other city related information.

QUALIFICATIONS: **Education:** Requires one year of clerical or business training. **Experience:** Requires two years of related experience.

Certifications/Licenses: Requires a valid Utah Driver's License. Must possess Notary Public Certification within six months of hire.

SALARY: \$17.69 to \$26.54 per hour depending on experience plus comprehensive benefits package.

SCHEDULE: 40 hours per week. Typical work schedule is from 7:30 a.m. to 6:00 p.m. M-TH. Required to attend Planning Commission Meetings every other Wednesday evening. Other evenings may be required.

APPLICATIONS: Those interested in applying should go to <https://paysonut.applicantpro.com/jobs/1131215.html> to apply.

QUESTIONS: If you have additional questions, please contact the Human Resources Office at 801-465-5202.

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Payson City

439 West Utah Avenue, Payson, UT 84651

801-465-5202