

## District Clerk Position Posting

The North Fork Special Service District, a local government entity and a component unit of the County is currently accepting applicants for a full-time District Clerk.

The District Clerk position is responsible for day-to-day administration of District operations including accounting, financial reporting, record-keeping, customer service, and clerical functions while providing administrative support to the Board, staff, and customers. This position reports directly to the North Fork Board.

Work hours are from 9 am to 5 pm daily and will require attendance at one evening meeting monthly. Applicants with a 2-year degree in accounting or 2+ years' experience as a bookkeeper or controller preferred. Experience in the public sector and/or with Caselle helpful. Must be able to work well with minimal supervision and instructions. The successful candidate will be required to certify as a notary and complete the Utah State records officer certification within 90 days of hire date and must be able to pass a background check and pre-employment drug screening.

Compensation: \$24.00 + per hour depending on qualifications and experience. Excellent benefits package included with health insurance, retirement, paid time off, flex accounts, long term disability and life insurance. Candidates must submit a cover letter and resume with wage requirements to [admin@nfssd.org](mailto:admin@nfssd.org) position open until filled.