

# JOB DESCRIPTION

Title:	Town Recorder	Effective Date:	ASAP
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

## General Purpose

Performs a variety of administrative, technical, and intricate clerical duties, which include the statutory responsibilities of the Town Recorder, municipal elections, records management, and risk management. Coordinates activities and responsibilities with elected officials, outside agencies, and the public. Ensures compliance with the Open and Public Meetings Act. Provides complex staff support and serves as a technical resource for the Town Council and other town personnel.

## Supervision Received

Works under the general direction of the Mayor.

## Supervision Exercised

None.

## Essential Functions

Manages the Office of the Town Recorder and related activities and services; prepares agendas and packets for official legislative and executive meetings of the town; arranges public notices for meetings and actions as required by Utah State Code; attends council and board meetings; prepares resolutions and ordinances for adoption by the town council and may work closely with the Town Attorney in drafting language and preparing documentation; records, publishes, and files new ordinances and resolutions; oversees codification of ordinances.

Serves as custodian of the town seal; acts as a notary public and attests to signatures on official documents, agreements, and contracts; acts as auditor for the town assuring compliance with laws and guidelines regarding town code, agreements, and public access to town records; maintains town records management system; catalogs and references

documents and information for easy identification and location; establishes and monitors retention schedules on documents and assures timely archiving or purging of records according to law, ordinance, or practice.

Receives and responds to GRAMA requests; assures compliance with state laws related to public access following established regulations and guidelines; collects material, redacts protected information, and delivers documentation in a timely manner; collects fees and issues results with hard copies or via electronic communication.

Attends and participates in professional and community meetings; stays current on issues relative to the role of Town Recorder, elections, financial disclosures, conflicts of interest, public meetings, public records, purchasing, and risk management.

Serves as staff to the Town Council; records and maintains minutes; imports minutes into permanent records, files, and cross-references; maintains any electronic or permanent hard copy records in minute books; maintains permanent record of all original documents, copies, and reference books for resolutions and ordinances; maintains bonds, contracts, and personnel files.

Administers oaths to town officers and maintains an index of all oaths; certifies authenticity of municipal corporate documents for public officials, government agencies, and the general public.

Demonstrates an understanding of applicable laws, policies, procedures, and methods related to assigned duties; responds to questions and concerns from the public; provides information when appropriate and helps resolve public complaints; establishes positive working relationships with representatives of community organizations, state and local agencies, staff, and the public; communicates clearly and meets with the public in situations requiring diplomacy and tact; deals constructively with conflict and develops effective resolutions.

Performs other duties as required.

## **Minimum Qualifications**

### **Education and Experience**

Graduation from high school or G.E.D.

#### **AND**

Four (4) years of responsible experience performing duties of a Town Recorder or a closely related field;

#### **OR**

Graduation from college with a bachelor's degree in accounting, finance, public administration or a closely related field;

**AND**

Two (2) years of responsible experience performing duties of a Town Recorder;

**OR**

An equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities**

**Working knowledge of:**

Laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; coding, classifying, and indexing methodology related to recording town ordinances, laws, contracts, and documents; town government and the inter-relationship of various town functions; technical writing; general research methods, sources, and procedures; public agency purchasing requirements and best practices; various software applications (word processing, spreadsheets, presentations, etc.).

**Ability to:**

Interpret, explain, and apply applicable laws and ordinances governing the operation of the Town Recorder; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to Town Council meetings; exercise initiative, independent judgment, and act resourceful under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate a personal computer in utilizing various programs to produce or compose formal documents, reports, and records; operate the town's records management system; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively verbally and in writing; operate standard office equipment; meet with the public in situations requiring diplomacy, sensitivity and tact.

### **Special Qualifications**

Must be bondable to a dollar amount prescribed by statute.

Licensed in the State of Utah as a Notary Public or ability to obtain license within six (6) months of employment.

Certified Municipal Clerk (CMC) certification preferred but not required.

### **Work Environment**

Tasks will be completed in a normal office environment; physical demands may occur in activities related to walking, standing, stooping, sitting, and reaching; job functions require seeing, talking, hearing, operating office and computer equipment and communicating in person, by phone, or through email; a significant amount of time is spent viewing computer screens and keyboarding for data input and analysis; mental application utilizes memory for details, emotional stability, adaptive thinking, and creative problem solving.