

POSITION ANNOUNCEMENT  
HUNTINGTON CITY  
CITY RECORDER

Huntington City is seeking a City Recorder. This is a full-time position with benefits. Must be 18 or older and live within 3 miles of Huntington City. Must be bondable and able to complete the Utah Notary certification within 3-months.

City Recorder performs a variety of administrative, clerical and other duties relating to maintaining and filing of all city documents. Serves as the City records manager, elections officer, and provides administrative support to the Mayor and City Council; among other duties.

Those individuals interested in applying can apply through Utah Department of Work Force Service website or pick up an application from Huntington City Hall at 20 South Main, applications must be submitted no later than May 9, 2025 at 1:00 p.m.

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162