



JOB ANNOUNCEMENT
Deputy Recorder I
Part time with no benefits
Grade 13 @ \$18.90 per hour

Emery County is seeking a detail-oriented **Deputy Recorder** to serve as a key steward of our public and land records. In this role, you will perform a variety of clerical duties to expedite the processing, recording, and digital archiving of legal documents filed with the county. You will act as a primary point of contact for the public and professionals conducting land research, ensuring all records are accurate, accessible, and preserved for the future.

Qualifications

- **Education:** Graduation from high school or GED with coursework in general office practices and procedures.
- **Experience:** Minimum of 2 years of work experience performing clerical duties (or an equivalent combination of education and experience).
- **Technical Skills:** Ability to operate standard office equipment, including computers, scanners, and Google docs.

Preferred Skills

- **Legal Literacy:** Preference given to candidates who can read and understand legal documents and legal descriptions.
- **Precision:** Exceptional accuracy in data entry and image verification.
- **Communication:** Strong verbal and written communication skills for interacting with elected officials, professionals, and the public.
- **Independence:** Capability to work efficiently and independently in a typical office environment.

Must be an Emery County resident or be able to relocate to Emery County.

Applicants for employment may be required to undergo a drug test and basic criminal background as a condition of employment.

Email maryh@emery.utah.gov your resume and a completed Emery County Employment Application. Employment application can be obtained by calling 435-381-3578 or going to www.emerycounty.com

Recruiting for this position ends April 22, 2026, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER