

Courthouse - Fillmore
50 South Main
Fillmore, UT 84631-5504
Fax: (435) 743-8019
Commission Secretary:
(435) 743-6223
Fax: (435) 743-6923

Millard County

www.millardcounty.org



Public Safety Building
765 South HWY, 99
Fillmore, UT 84631

Satellite Offices – Delta
71 South 200 West ◦ P.O. Box 854
Delta, UT 84624
Phone: (435) 864-1400
Fax: (435) 864-1404

NOTICE OF POSITION FOR MILLARD COUNTY

FULL-TIME DEPUTY RECORDER

Millard County will be hiring for a Full-Time Deputy Recorder position. Anyone who is interested in applying for this position should submit an application and resume with references to the Millard County Recorder's Office or emailed to sdickens@co.millard.ut.us by 5:00 p.m. September 17th.. Applications can be picked up at the Recorder's Office or online at www.millardcounty.org. Pay will be based on experience and consistent with Millard County Step and Grade pay scale.

Job Description

Assist the recorder with office duties, reviewing ownership plat maps, scanning and indexing documents, assist title companies and public over the counter and on phone, bill prepaid accounts etc. Perform a variety of complex clerical duties as needed to expedite the day to day activities and requirements of the office. Must have the ability to analyze a variety of recording situations, perform basic mathematical computations, communicate effectively, operate a variety of standard office equipment. Must have good computer skills in Microsoft windows, excel, outlook, word and record keeping. Be present 8:00 am to 5:00 pm. Help with other duties assigned, assist co-workers in office.