



ESCALANTE CITY

56 NORTH 100 WEST ▪ P.O. BOX 189 ▪ ESCALANTE, UT 84726

Phone: (435) 826-4644 ▪ FAX: (435) 826-4642

ESCALANTE CITY IS ACCEPTING RESUMES FOR A CITY TREASURER

Minimum Qualifications:

(A) Education and Experience

- (1) Graduation from high school with course work in bookkeeping and accounting, and
- (2) Two years of experience in bookkeeping or accounting, or
- (3) An equivalent combination of education and experience.

(B) Required knowledge, skills and abilities:

- (1) Working knowledge of general office maintenance and practices; working knowledge of recording and filing procedures and methodologies; some knowledge of the operation of word processor terminal; some knowledge of the operation of standard office equipment; some knowledge of basic mathematics; some knowledge of interpersonal communication skills and telephone etiquette; some knowledge of basic public relations.
- (2) Ability to communicate effectively, verbally and in writing; ability to communicate effectively with irate customers; ability to perform basic mathematical calculations; ability to operate standard office equipment; ability to develop effective working relationships with supervisors, fellow employees, and the public.

(C) Special Qualifications:

- (1) Type 50 wpm.
- (2) Basic Computer knowledge.

Escalante City has the right to refuse any and all applications. Escalante City is an Equal Opportunity Employer. For questions contact City Recorder Stephanie Steed.

RESUMES must be submitted by May 7, 2021, at 12:00 p.m. to Escalante City, P.O. Box 189, 56 N. 100 W., Escalante, Utah 84726

Posted this 21st day of April 2021.