



JOB OPENING NOTICE

HYRUM CITY is seeking a dependable part-time non benefited Receptionist and Planning Commission Secretary. Responsibilities include answering incoming calls, greeting citizens, processing payments, writing letters, taking minutes at evening meetings, etc. Employment hours are 8:00 a.m. to 12:00 p.m. Monday through Friday; and 6:30 p.m. every second Thursday of the month for a minimum of one hour.

Applicants should have outstanding customer service skills, the ability to write grammatically and effectively, excellent computer skills.

Salary is \$12.00 to \$16.00 per hour depending on qualifications. See the full position description at www.hyrumcity.com. Send a cover letter and resume to Hyrum City Corporation, 60 West Main, Hyrum, UT 84319 or e-mail to sfricke@hyrumcity.com. Position needs to be filled immediately. Resumes are accepted until position is filled. EOE.

Dated: September 8, 2023