

South Jordan City

Job Description

Title: Deputy City Recorder
Org: 100150
Pay Grade: GH17

Effective Date: 5/8/2025
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of advanced administrative, technical, and clerical duties as needed to expedite and coordinate the functions assigned the City Recorder's Office.

SUPERVISOR

City Recorder

POSITION(S) SUPERVISED

None

ESSENTIAL FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. Some, 40% or less of the essential job duties may be performed regularly from a remote location upon authorization.

Provide direct backup to the City Recorder and all tasks assigned to the City Recorder's Office.

Prepare supporting documentation for City Council Meetings. Publish agendas and documentation packets to the City web and to Public Meeting Notice web. Represent the City Recorder's Office positively in dealing with the public, City staff, private organizations, and business community.

Attend Planning Commission Meetings and prepare transcription of meeting minutes from notes and recordings on a regular basis. May be assigned to attend City Council Meetings and other meetings and prepare transcription of meeting minutes from notes and recordings as needed.

Assists City Recorder with municipal election responsibilities and work directly with Salt Lake County Elections.

Knowledgeable about the City's records and perform various duties such as working with State Archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of all City records; Process and track GRAMA Record Requests to assure compliance with Utah laws.

Maintain active membership to IIMC (International Institute of Municipal Clerks), UMCA (Utah Municipal Clerks Association), GSLCRA (Greater Salt Lake City Records Association) and ARMA (American Records Management Association). Attend conferences for training as designated for City Recorders and Deputy Recorders.

Process and approve home occupation and general business license applications; send letters of denial, as appropriate.

Maintains business license files and computer records; and maintains related records. Monitors community businesses to assure compliance with licensing regulations; apprises business owners of requirements.

Coordinate with city departments to verify compliance with applicable codes before granting a business license applications or renewals.

Maintain accurate records and provide reports as needed.

Perform Oaths of Office, and attest signatures on official documents as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Five (5) years of clerical experience, related to above duties;

2. Special Qualifications:

Specialized training by IIMC/ UMCA

CMC (Certified Municipal Clerk) Designation

Must be licensed in the State of Utah as a Notary Public, or obtain within six (6) months of employment

Public sector experience preferred.

BCI Certification within six (6) months of hire

Certified Records Officer or obtain within six months, renew annually

Must be a U.S. Citizen

Must pass U.S. State Department regulations and be certified as a passport agent within two weeks of hire.

2. Knowledge, Skills, and Abilities:

Knowledge of: municipal government, planning and community development, and emergency management for city records, and record management and retention.

Knowledge of: Government Records Management Act (GRAMA) – Five (5) years of experience.

Knowledge of: modern office procedures, methods and computer equipment; English usage, spelling, vocabulary, grammar and punctuation; practices used in minute taking and preparation.

Ability to operate a personal computer and Microsoft products and Adobe Acrobat.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations and basic accounting functions; maintain strict confidentiality related to sensitive administrative information; operate standard office equipment; develop effective working relationships with supervisors, co-workers, and the public.

3. Working Conditions:

Tasks require variety of physical activities, not generally involving muscular strain, but does require some standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking and guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Deputy City Recorder	EEO-4 Class:	Adm Support
Location:	Recorder	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	160