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## Office Assistant (Part-Time)

### Job Description

Spring City is seeking a reliable, detail-oriented Office Assistant to support daily operations within city offices. This part-time position plays an important role in serving residents, supporting administrative functions, and ensuring smooth coordination across departments. The Office Assistant will work closely with the City Recorder, City Treasurer, and the Mayor.

### Key Responsibilities

- Maintain a professional, welcoming environment in the city office
- Provide front-line customer service to residents, visitors, and vendors
- Perform general office duties including taking payments, data entry, filing, and document organization
- Assist with invoicing
- Prepare and process purchase orders
- Perform notary services (or be willing to obtain notary certification)
- Support the Recorder and Treasurer with administrative tasks as needed
- Coordinate with the Mayor and other city staff on projects and communications

### Qualifications

- Basic knowledge of accounting and finance
- Ability to perform essential job functions
- Strong customer service and communication skills
- Ability to communicate effectively both verbally and in writing
- High attention to detail and strong organizational abilities
- Ability to plan, prioritize, and organize workflow efficiently
- Skills in operating computers and applicable software applications
- Ability to think and act independently with minimal supervision
- Experience in an office or administrative setting preferred
- Notary certification or willingness to obtain one
- Ability to handle confidential information with discretion
- Must have earned a high school diploma or equivalent

### Schedule

Part-time position working 20 hours per week

Pay range is \$17.25 – 19.00/hour

This position will be open until February 23, 2026

### Application Process

Interested applicants may fill out and submit application at [springcityutah.gov](http://springcityutah.gov) or contact the Spring City City Recorder, Ruth Ann McCain, [recorder@springcityutah.gov](mailto:recorder@springcityutah.gov). 435-462-2244 ext. 3.