

HYRUM CITY has an opening for an Office Secretary/Receptionist. Hours are Monday - Friday, 12:00 p.m. - 5:00 p.m. Duties include answering incoming calls, processing payments, updating City's website, writing letters, taking minutes at evening meetings, etc. Applicants should have outstanding customer service skills, the ability to write grammatically and effectively, excellent computer skills including web page development. Salary is \$10.00 to \$11.00 per hour depending upon qualifications, this is a part-time position with no benefits. See application instructions and the full position description at [www.hyrumcity.com](http://www.hyrumcity.com). Resumes will be accepted at the Hyrum City Office, 83 West Main, Hyrum, Utah until Friday, August 7, 2015. EOE