

Courthouse - Fillmore

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*Millard County*

www.millardcounty.org

Satellite Offices – Delta

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Job Announcement

February 18th, 2025

Millard County is currently accepting applications for a Part-Time Tourism Clerk at the Great Basin Museum. Hours will vary but will be approximately 8-12 hours/week. Wage starts at \$8.75 per hour. This position is not eligible for benefits.

The Tourism Clerk performs a variety of skilled duties to effectively assist in the smooth operation of the Great Basin Museum. Responsibilities include general office duties as required; i.e., typing, answering phones, taking messages, taking meeting minutes, copying, mass mailing, filing, letter writing, and providing customer service to the public; Update tourism website as instructed.

Individuals interested in applying for this position should submit an application and resume with references to rwest@co.millard.ut.us, or to the Millard County Clerk's Office; 765 S. Hwy 99, Ste. 6, Fillmore, Utah 84631 or the Delta Offices; 71 S. 200 W. Delta, UT 84624. Applications and a complete job description can be found on our website at www.millardcounty.org. The deadline to apply is March 1, 2025 until filled.

Millard County is an Equal Opportunity Employer