

# Mendon City Corporation

P.O. Box 70  
Mendon, UT  
84325

Phone (435) 753-3449  
[www.mendoncityutah.gov](http://www.mendoncityutah.gov)

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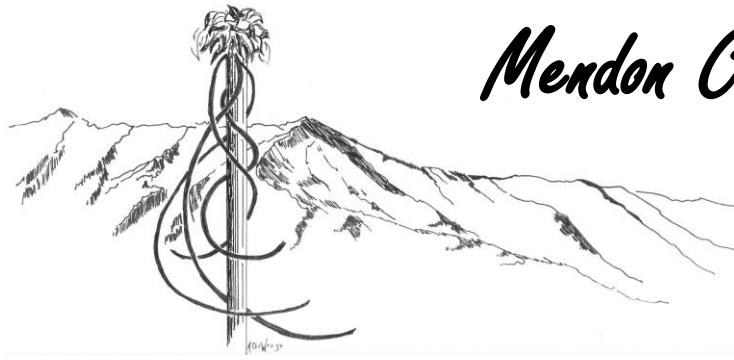
## **Position Available: Mendon City Clerk/Office Manager**

*Starting Pay: \$16-\$20 per hour DOE  
Office Hours Negotiable*

The City Clerk has a unique and rewarding opportunity to be involved in the Mendon Community. Reporting to the Mayor and City Council, the City Clerk also works closely with the Treasurer, Recorder, Public Works Director, City Engineer, and all other city staff, employees, and volunteers. The City Clerk provides office hours at the Mendon City Hall with occasional afterhours and on-call duties, as necessary. Hours vary monthly, but average 20-25 hours per week. The City Clerk must schedule, organize, and attend City Council meetings which are held each second Thursday of the month at 6:00 PM.

**ADMINISTRATIVE:** *Duties may include, **but are not limited to**, the following.*

- Write and process agendas, minutes, ordinances, resolutions, staff reports, and legal advertisements.
- Take minutes during city council meetings and other public meetings.
- Maintain records and files regarding administrative activities.
- Research and compile background data for various topics and issues.
- Receive inquiries and respond in a timely fashion, directing information to the appropriate department or individual.
- Interpret and explain city policies, rules, and regulations in response to complex inquiries.
- Assist in developing city policies and procedures in order to meet objectives.
- Provide public notifications of city events utilizing a community email, the city website [MendonCityUtah.gov](http://MendonCityUtah.gov), Utah Public Notice website and Mendon 411 on Facebook.
- Schedule the Mendon Station calendar, collect rental agreements and associated fees.
- Perform records management duties, including sorting, filing, indexing, purging, scanning, research, uploading public codes, ordinances and resolutions and retrieval of documents in paper and digital form.
- Respond to public records requests and become GRAMA certified.
- Attend trainings on occasion provided through BRAG, ULGT and other entities.



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- Build and maintain positive working relationships with other city employees and the public, using principles of good customer service.

## QUALIFICATIONS

- Excellent verbal communication skills with competent knowledge of the English language, spelling, grammar and punctuation.
- Technical writing skills for writing reports and important correspondence.
- Excellent typing speed (WPM).
- Experience using technology including scanners, tablets, and software such as Microsoft Word, Excel, and Outlook.
- Knowledge of Municode preferred. Training available.
- Knowledge of records management, including retention policies.
- Knowledge of city policies and municipal procedures, preferred.

Submit your resume or letter of interest via email to [cityclerk@mendoncityutah.gov](mailto:cityclerk@mendoncityutah.gov) or mail to Mendon City Clerk Position, PO Box 70, Mendon, UT 84325.

*Posted on 1/12/2025 by Holly Gordon, Mendon City Clerk*