

UTAH COUNTY OFFICE OF HUMAN RESOURCE MANAGEMENT

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“The Value of Public Service Employment is vital to the success of our state, county, and local communities.”

Utah County Government Employees start every day with the well-being of the entire community in mind:

How can I make my community a better place?

Who will need my help and protection?

How will I make a difference for someone?

We hire smart, compassionate, loyal, ethical, committed, innovative people.

Apply today and join our Team.

JOB ANNOUNCEMENT

The County Clerk conducts all elections in Utah county pertaining to county, state or national offices. Marriage licenses and passports are also processed in the Clerk's Office.

Posting Date: November 5, 2025

Closing Date: December 3, 2025

POSITION: **Elections Director** **POSTING #:** 1225-1125sr

The Opportunity:

Under general direction of the County Clerk, plans, directs, and administers all federal, state, and local elections held within the county. Ensures strict compliance with all governing election laws and manages the elections functions including voter registration databases, electronic voting systems, candidate services, and the full elections process for Utah County.

Starting Pay: Grade 730 \$97,136.00 - \$111,716.80 Annually

Schedule: 8 a.m. - 5 p.m. Monday - Friday, with extended hours during peak election times

Job Qualifications:

1. Bachelor's degree in Political Science, Business Administration, Public Administration, or other closely related field.
2. Five (5) years of progressively responsible elections administration, management, and governmental compliance experience, including two (2) years of supervisory experience.
3. Equivalent combinations of education and experience may also be considered.
4. Education may not be substituted for the required supervisory experience.

Preferred Candidates will possess some of the below attributes:

1. Strong preference may be given to applicants with Certified Election Registration Administrator (CERA) certification.
2. Preference may be given to applicants with state level elections administration certification or training.

Additional Eligibility Qualifications:

1. Selected applicants who do not possess Certified Election Registration Administrator (CERA) certification will be required to obtain (CERA) certification within three (3) years of hire date.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty

(60) days of employment.

3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Click **here** for a full job description

https://hr.utahcounty.gov/cms/uploads/Elections_Director_1225_6e70060277.pdf

Benefits Package Includes:

100% paid premiums for health insurance

Up to 6.2% match in your 401(k)

Utah Retirement Systems (Pension and 401(k) options)

Pre-tax savings Health Savings Account (HSA)

Fourteen (14) paid Holidays

Dental and Vision Insurance

Employee Assistance Program

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status of gender identity.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER