



CITY OF MIDDLETON

P.O. Box 487, 1103 W Main Street, Middleton, ID 83644
208-585-3133 Fax (208) 585-9601
citmid@middletonidaho.us
www.middleton.id.gov

Job Announcement

Position: Deputy Clerk assigned to Police Department

Application Deadline: Open until filled

FLSA Classification: Non-Exempt

Salary Range: \$13.00 -\$18.00 per hour

Work Schedule: Weekdays 8:00 a.m. – 5:00 p.m., except holidays

Benefits: Paid vacation and sick leave, PERSI retirement, and health benefits (medical/vision/dental/life/disability).

Minimum Qualifications:

- Conduct according to Middleton's Employee Handbook
- Proficient-to-expert in Microsoft Office product suite
- Excellent written and oral communication
- Demonstrated ability to plan, organize and schedule priorities
- High School Graduate or GED
- Valid driver's license
- Ability to obtain authorized access to ILETS, NIBERS and Spillman computer systems
- Bilingual (English/Spanish) preferred

Responsibilities:

Deputy Clerk

- Ability to perform all duties as prescribed by law
- Obtain and maintain authorized access to ILETS, NIBERS and Spillman systems
- Enter and update cases and arrest information in computer programs
- Maintain inventory of division equipment and supplies
- Maintain and update department records

Records Management

- Research court and department records to prepare responses to public records requests
- Data entry into NIBERS and Spillman systems

Administrative Support

- Receptionist (front desk and telephone)
- Respond to public inquiries

- Provide Notary Public services
- Regular and punctual attendance is an essential function
- Process abandoned/towed vehicles
- Other duties as assigned

Abilities:

- Professionally interact with the individuals, staff members, elected officials and other agencies on the phone and in person
- Work independently and effectively handle multiple tasks simultaneously
- Work through detailed problems and maintain substantial attention to detail
- Cross train and assist others as directed
- Maintain confidential data and information

Physical Characteristics of Work Environment:

- Sit or stand for extended periods of time
- Constant Interruptions
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders or horizontally to file materials
- Lifting, carrying, pushing or pulling moderately heavy objects up to 25 pounds
- Climbing a step ladders to store or retrieve records

HIRING PROCESS: Submit the following application information to Becky Crofts, City Clerk, by e-mail to bcrofts@middletoncity.com or mailed to City of Middleton, P.O. Box 487, Middleton, Idaho 83644. Incomplete applications will not be considered.

Cover letter

Resume

City employment application (available online at www.middleton.id.gov)