



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 City Clerk

Application Deadline: Open until filled

FLSA Classification: Non-Exempt

Salary Range: Starting at \$16.00 per hour DOE

Regular Hours: 8:00 a.m. – 5:00 p.m. weekdays except federal holidays

Benefits:

Paid holidays, vacation, sick leave, employer contribution to PERSI retirement, medical, dental, and vision insurance.

Duties:

- Customer service.
- Front-desk reception, phones.
- Receive and process utility payments, permit applications, and inspection requests.
- Reconcile daily cash drawer.
- Accounts payable processing experience.
- Serve as Notary Public providing service to the City and the public.
- Coordinate updates for City calendar; website, electronic reader board.
- Other: Work within established guidelines, policies, and procedures.

Cross Trained Duties as Needed:

- City's on-line permitting system.
- Review building permit applications.
- Prepare legal notices and coordinate with newspaper to publish and receive affidavits of publication.
- Prepare information packets and minutes for city council and planning & zoning commission meetings, process documents for approved action items.
- Review building permit applications for zoning compliance.
- Learn city code to answer questions from residents & other land use, subdivisions, businesses, signage, floodplain, procedure, etc.
- Draft documents for review.
- Draft responses to public records requests.
- Implement the city's record management, retention and destruction policies, draft documents for review, prepare and post information to the city's website.
- Code enforcement – receive and process complaints according to code, send out notices of violations and follow-up.

Minimum Qualifications:

- Prior government experience desired.
- Reliable and dependable attendance.
- Professional appearance and conduct.
- Professionally interact with the public, co-workers, elected officials, and other agencies on the phone and in person.
- Manage confidential data and information without compromising confidentiality.
- Understand and follow laws, procedures, and instructions.
- Proficient-to-expert in Microsoft Office products suite.
- Excellent written and oral communication; spelling, grammar, and record-keeping skills.
- Demonstrated ability to plan, organize and schedule priorities.
- Work independently, and effectively handle multiple tasks simultaneously.
- Ability to be cross trained and to assist other positions within the classification as directed.
- High School Graduate or GED.
- Valid driver's license.

Required Physical Abilities:

- Office setting and environment.
- Constant interruptions.
- Hearing and speaking in English to exchange information.
- Seeing to read a variety of materials.
- 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 step stools to store or retrieve records.
- Sit or stand for extended periods of time.

HIRING PROCESS: Please submit a cover letter, city employment application (available online at www.middleton.id.gov), resume, and contact information for three professional references to the City of Middleton, P.O. Box 487, Middleton, Idaho 83644, or email to bcrofts@middletoncity.com. Incomplete applications will not be considered.