



CITY OF MIDDLETON

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

Job Announcement

Position: Deputy City Clerk

Application Deadline: Open until filled

FLSA Classification: Non-Exempt

Salary Range: Starting at \$19.00 - \$21.00 per hour

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, vision, life, AD&D, LTD & STD insurance.

Duties:

- Accounts Payable
- Monthly payables reports for Treasurer
- Customer service
- Front-desk reception, phones
- Receive and process utility payments, permit applications, and inspection requests
- Reconcile daily cash drawer
- Park rentals, city building rentals
- Website updates
- 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:

- 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 and zoning commission meetings, and afterward process documents for approved action items,
- Schedule city council meetings, record public hearings, minutes, provide reports or information as requested.
- Draft documents for review.
- Draft responses to public records requests

- Implement the city's record management, retention, and destruction policies, prepare and post information to the city's website.

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

Required Intellectual and Mental Abilities:

- Reliable and dependable attendance
- Excellent written and oral communication
- Accurate and complete form, spelling, punctuation, and grammar
- Understand and follow laws, procedures, and instructions
- Attention to detail, policies, and procedures
- Think and work through detailed problems
- Proficient to expert in Microsoft Excel, Word, Power Point, and Outlook
- Demonstrated ability to plan, organize and schedule priorities
- 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

Minimum Qualifications:

- Exceptional customer service & front office experience
- Accounting experience – 2 years minimum
- Able to work in a fast-paced environment, 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
- Type 45 words per minute minimum
- Valid driver's license

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 bcorfts@middletoncity.com. Incomplete applications will not be considered.