



# 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 \$18.00 - \$20.00 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.

### Duties:

- 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
- Accounts Payable processing
- 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:

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

- Valid driver's license
- High School Graduate or GED
- Type 45 words per minute 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

**HIRING PROCESS:** Please submit a cover letter, city employment application (available online at [www.middleton.id.gov](http://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](mailto:bcorfts@middletoncity.com). Incomplete applications will not be considered.