



CITY OF MIDDLETON

P.O. Box 487, 1103 W Main Street, Middleton, ID 83644
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www.middleton.id.gov

Job Announcement (Part Time)

Position: Deputy City Clerk – Part Time

Application Deadline: Open until filled

FLSA Classification: Non-Exempt

Salary Range: Starting at \$18.00 - \$20.00 per hour

Part-Time Hours: 11 a.m. – 5:00 p.m. weekdays except federal holidays

Benefits:

Employer contribution to PERSI retirement.

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 and planning and zoning commission meetings, record public hearings, minutes, provide reports or information as requested, and
- Draft documents for review.
- Draft responses to public records requests, and
- Implement the city's record management, retention and destruction policies, draft documents for review, 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 Word, Excel and Power Point, 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), 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.