

City of Potlatch – 195 6th Street – PO Box 525 – Potlatch, ID 83855 – (208) 875-0708
email: cityhall@cityofpotlatch.org – website: cityofpotlatch.org

Position Title: *City Deputy Clerk*
Application Deadline: *Until Filled*
Hourly Rate: *DOE*

Department: *City of Potlatch*
Work Schedule: *Part-Time (As needed)*

GENERAL RESPONSIBILITIES:

Under the direction of the Mayor and the City Clerk/Treasurer, perform a variety of administrative related activities involved in customer billing, receive and process payments; operate a computer to maintain records and prepare reports according to established guidelines and procedures; answer citizen inquiries made in person, by email or by telephone. Performs related work as required. Preferred applicant will live within close proximity to Potlatch City Limits.

PLACE OF EMPLOYMENT

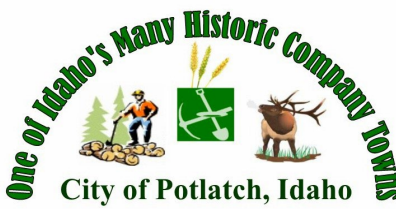
Primary place of employment will be at the Potlatch City Hall, 195 6th Street, Potlatch, Idaho. This position includes a significant amount of public contact. Work is performed independently under limited supervision following prescribed policies, procedures and guidelines requiring initiative, independent judgment, confidentiality, sensitivity to customers and meticulous follow through. The position reports to the City Clerk/Treasurer. The position requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of administrative and customer service-related functions in accordance with City policies and procedures.
- Process utility payments according to established guidelines and prepare bank deposits.
- Process monthly utility billing when needed.
- In the absence of the City Clerk, perform the City Clerk duties, such as attend council meetings, write agenda reports, and take minutes.
- Perform a variety of essential record keeping duties, maintain filing systems and department record keeping.
- Operate various office equipment while also utilizing standard and specialized software applications.
- Provide information and respond to inquiries from the public and staff regarding city policies and standards; interpret and explain city activities, policies, procedures and regulations in addition to City Council actions, laws, ordinances and codes.
- Be able to independently compose responses to requests for information.
- Performs other duties as required or assigned.

Equal Opportunity Employer: The City of Potlatch is an Equal Opportunity Employer and does not discriminate in hiring on the basis of race, national origin or ancestry, gender, age, religious beliefs, veteran status, family status, disability, or sexual orientation.

Veteran's Preference: Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please attach a copy of your DD-214 to the application.



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DESIRED QUALIFICATIONS:

- Ability to deal with the public courteously and effectively through exceptional interpersonal skills using tact, patience and courtesy.
- Skilled in operating computers in addition to standard office equipment and machinery.
- Ability to maintain complex clerical records and prepare reports from such records.
- Basic bookkeeping and accounting methods.
- Ability to make mathematical computations accurately, either manually or on office equipment.
- Ability to make sound and reasonable decisions in accordance with laws, ordinances, regulations and established policies.
- Must possess excellent telephone techniques and etiquette.
- Must be able to follow written and oral instruction.
- Ability to perform time management and scheduling functions, meet deadlines and set project priorities.
- Ability to work without close supervision in standard work situations.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS:

- High school diploma or GED is required; and
- At least one (1) year experience performing administrative support duties.
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Application and cover letter may be submitted in person at Potlatch City Hall, 195 6th Street, Potlatch, Idaho 83855. Or emailed to cityhall@cityofpotlatch.org

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