



**City of Thompson Falls**  
**VACANCY ANNOUNCEMENT**  
**February 18, 2026**

**Position:** Assistant City Clerk  
Full Time, non-exempt 40-Hours per week

**Department:** Financial Administration

**Salary:** starting rate of \$20.58/hour, DOE

**Closing Date:** Open until filled, first review on Monday, March 2, 2026

**Summary of Work:**

**GENERAL PURPOSE:**

Provides a variety of routine and complex general city office duties.

**SUPERVISION RECEIVED:**

Works under the supervision of the City Clerk/Treasurer.

**SUPERVISION EXERCISED:**

None unless assigned by the City Clerk/Treasurer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**General:**

Attends and records proceedings of City Council Meetings in the absence of the City Clerk.

Assists the City Clerk in the performance of her duties as needed.

Answers and responds to all incoming phone calls.

Administers the City's phone system.

Sells dog tags (place advertisement in the paper in January), vendor permits, and cemetery lots.

Relays messages to the City Crew and Police Officers via radio and/or telephone.

Keeps record of utilities used by various City facilities.

Takes care of postage and goes to the Post Office daily.

Does any needed typing and billing for the Public Works Director.

Fill in as Deputy Court Clerk as needed.

Keep track of and order the office supplies.

Maintain payroll files.

Prepare the pool brochure and maintain the water/sewer, burning, and dog regulations, as well as the community center brochures.

Keep record of the community center rentals & process payments/deposits.

Keeps record of events/reservations at parks & process payments/deposits.

### **Filing:**

Responsible for organizing and maintaining the City's filing system.

Maintain the Excel worksheet for the City's filing system.

Maintains retention schedules and prepares files for destruction.

Responsible for organizing the file cabinet and making sure copies of forms are in the files for employees and the public.

### **Water and Sewer:**

Receives utility payments and prepares daily deposits. Enters collections into a computer program, prints and maintains the receipts journal, and reports daily/monthly.

Prepares, prints, and mails bills.

Keeps track of customer account changes for Public Works Director approval.

Works with Real Estate and Title Companies when properties are sold or foreclosed on.

Prepares and sends delinquent utility bill notices and other utility-related correspondence.

Balances sewer, water, and delinquent charges for accounts receivable records. Send to County for Tax Liens in June.

Responsible for processing Sewer Averages in May.

Responsible for adding the \$2.00 DEQ fee to all accounts in October.

Responsible for balancing the credit card payments with the monthly bank statement.

Uploads meter readings to the system for billing.

### **Swimming Pool:**

Swimming Pool Supervisor- Scheduling lifeguard hours, scheduling swim lessons, managing the pool, and supervising lifeguards.

Make daily swimming pool deposits during the summer.

### **Cemetery:**

Maintains all cemetery records, sells cemetery plots, and informs the Public Works City Crew of burials.

## **PERIPHERAL DUTIES**

May need to attend seminars and workshops related to Assistant City Clerks' duties and Court Clerks' responsibilities.

Deal professionally with the public.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from a high school or GED equivalent with specialized coursework in general office practices or data processing; and
- (B) Two (2) years of increasingly responsible related experience; or
- (C) Any equivalent combination of education and experience.

### **Necessary Knowledge, Skills, and Abilities:**

- (A) Working knowledge of the principles and practices of modern public administration; Extensive knowledge of office practices and procedures.
- (B) Ability to accurately record and maintain records, including legal requirements for recording, retention, and disclosure.
- (C) Working knowledge of computers and electronic data processing.
- (D) Skill in operating the listed tools and equipment; and
- (E) Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.

## **SPECIAL REQUIREMENTS**

- (A) Must be bondable; (B) Valid State Driver's License, or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, Excel spreadsheet, and database software; mainframe computer terminal; 10-key calculator; phone; copy machine; and fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Application Process:**

Please apply through the local Job Service.