

# *City of Dietrich*

35 West 1st Street  
Dietrich, ID 83324  
Phone 208-544-2102

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## Employment Opportunity

### **CITY CLERK** – City of Dietrich

### **POSITION** – Full-Time (32+ hours/week)

### **SALARY** - \$19.00/HR, Eligible for PERSI after 5 continuous months of employment

The City of Dietrich is seeking a detail-oriented and dependable City Clerk to serve as the official custodian of city records and provide day-to-day administrative operations of the city. This position reports to the Mayor, supports City Council members in their duties, supports public meetings, record keeping, and local elections.

### **KEY RESPONSIBILITIES** –

- Prepare and maintain City Council agendas, minutes, ordinances, and resolutions
- Maintain official city documents, contracts, and public records
- Handle local election coordination and public notices
- Process utility billing and various licenses
- Provide general administrative support and customer service at City Hall
- Provide bookkeeping, banking, purchasing, and other fiduciary services for city entities

### **IDEAL CANDIDATE QUALIFICATIONS** –

- High school diploma or GED
- 2+ years of clerical, office administration, or municipal experience. Government clerking experience strongly preferred, but not required
- Strong communication, organization, and technology skills
- Ability to work independently and with confidentiality and discretion
- Familiarity with QuickBooks, Microsoft Suite, and Water/Sewer Billing
- No Criminal Record

To apply, please submit a resume, cover letter, and three references to:

City of Dietrich – City Clerk Hiring Committee  
35 W 1<sup>st</sup> St  
Dietrich, ID 83324

Or email: [clerk@dietrichidaho.com](mailto:clerk@dietrichidaho.com)