

Employment Opportunity:

The City of Dietrich is seeking a part-time City Clerk.

GENERAL STATEMENT OF DUTIES: Prepares and maintains all city administrative and financial records relating to budget, personnel, official records and documents resulting from meetings. Performs a wide variety of other clerical and administrative duties as required and assigned.

CITY CLERK/TREASURER DUTIES

- Prepares and maintains documents relating to city finances
- Oversees all account billing;
- Reviews budget expenditures;
- Conducts checkbook balances on a monthly basis;
- Coordinates input and preparation of Annual Budget to ensure completion in timely manner;
- Invests city surplus funds;
- Prepares and issues city payroll;
- Prepares and remits all local, state and federal tax reports;
- Prepares council agenda and assures that all documents are ready for council meetings.
- Receives and processes all public record requests.
- Attend city council meetings. Record proceedings, prepares minutes and files minutes in accordance with Open Records Act;
- Coordinates with insurance carriers regarding city property and liability matters.
- Maintains cabinet for duplicate keys for all facilities and equipment;
- Conducts registration of voters;
- Performs a variety of duties necessary to the election process, including accepting nomination petitions, preparing ballot and certifying election results;
- Prepares advertisements and publishes bid information in accordance with Competitive Bidding Code;

REQUIRED SKILLS: General knowledge of accounting and payroll principles and practices; general knowledge of clerical practices; working knowledge of computers; ability to establish effective working relationship with employees, city council, county and state officials, and the public.

ACCEPTABLE EDUCATION AND EXPERIENCE: High school graduate, preferable supplemented by business school or college course work in accounting, administrative, and/or computer skills. Experience in accounting, data entry and/or clerical skills.

Starting pay DOE. Please print an application from our website (www.dietrichidaho.com) under the “Employment” tab. Please return application or resume to: City of Dietrich, Attn: City Clerk, 35 West 1st St, Dietrich, ID 83324. The City of Dietrich is an Equal Opportunity Employer.