



Job Announcement

City of Middleton, Idaho

- Position Title: Deputy Clerk
- Date Posted: June 10, 2026
- Application Deadline: Open Until Filled
- FLSA Status: Non-Exempt
- Pay Range: \$21.00 – \$22.50 per hour (DOE)
- Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.

(Note: Hours will vary to accommodate evening public meetings).

About the Position

The City of Middleton is seeking a versatile, community minded Deputy Clerk who excels at wearing multiple hats in a fast-paced environment. Serving as the first face someone sees when visiting City Hall, this role focuses heavily on utility billing, account setups, and direct public interaction. The ideal candidate will possess strong conflict resolution skills to assist residents professionally and effectively. Beyond the front counter, this position provides crucial administrative support to the City Clerk, City staff, and elected officials, which includes regularly supporting public meetings.

Benefits

- Paid holidays and Paid Time Off (PTO)
- PERSI Retirement with generous employer contribution
- Comprehensive Medical, Dental, and Vision insurance
- Life and AD&D insurance
- Long-Term Disability (LTD) & Short-Term Disability (STD) insurance

Primary Responsibilities

- Customer Service & Reception: Deliver exceptional customer service in person, by phone, and via email. Manage front-desk reception, handling walk-in inquiries and incoming calls.
- De-escalation: Maintain a calm, professional demeanor in escalated situations while adhering to established city policies.
- Transaction Processing: Receive and process utility payments, permit applications, inspection requests, and city facility/park rental applications.
- Financial Duties: Perform daily cash-drawer reconciliation and securely deliver bank deposits in person. Complete monthly software financial reporting.
- Public Meeting Support: Assist the City Clerk in fulfilling public meeting requirements for the City Council and the Planning & Zoning Commission. This includes attending evening meetings held outside of regular City Hall hours.
- Records & Notices: Process public records requests, coordinate legal publications, and obtain affidavits of publication.
- Notary Services: Provide Notary Public services for the City and the general public.

- Operational Support: Adhere strictly to city policies, procedures, and guidelines. Perform additional duties as assigned to support overall administrative operations.

Additional Cross-Trained Duties

- Assist with the city's records management, retention, and destruction processes.
- Assist in maintaining and updating the city website, public calendar, and electronic reader board content.

Required Skills & Abilities

- Strong multitasking and organizational skills in a fast-paced environment.
- Clear, professional verbal and written communication.
- High attention to detail when reviewing and scanning documents for accuracy.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Daily utilization of time-tracking software for clocking in/out.
- Physical Requirements: Ability to sit or stand for extended periods; bend, kneel, reach, and climb step stools to retrieve records; and lift/carry up to 25 lbs.

Key Characteristics

- Reliable, punctual, and dedicated to excellent attendance.
- Team-oriented with a positive, receptive attitude toward feedback.
- Able to comprehend and execute complex policies, laws, and instructions with total accuracy.
- High level of integrity when managing confidential data and information.

Minimum Qualifications

- High School Diploma or GED.
- Proven customer-facing administrative or office experience.
- Minimum typing speed of 45 WPM.
- Valid Driver's License (required for bank deposits).
- Ability to work independently, multitask, and a strong willingness to be cross trained across departments.

How to Apply

Ready to serve the Middleton community? Please follow these steps:

1. Download the blank application form at middleton.id.gov/career-opportunities.
2. Complete and submit using one of the following methods:
 - Print & Handwrite: Print out the PDF, complete it by hand, and submit it according to the instructions listed on the application form.
 - Digital (Adobe Acrobat): *Important:* Save the blank PDF to your computer before typing. Fill it out completely, save the document again to lock in your information, and email/submit it per the instructions on the application.

The City of Middleton is an Equal Opportunity Employer.