

City of Priest River

P.O. Box 415
552 High Street Priest River, ID 83856
(208) 448-2123
Web site: www.priestriver-id.gov



JOB DESCRIPTION

TITLE: DEPUTY CITY CLERK
DEPARTMENT: ADMINISTRATION
REPORTS TO: CITY CLERK/TREASURER
REVIEW DATE: 02/17/26
PAY GRADE: 10

CLASSIFICATION SUMMARY

This single position performs a variety of administrative and clerical duties in the collection, receipt, and input of data for payments on accounts for utilities, services, dog licenses, and permits. Maintains utility accounts, runs monthly utility statements, and related reports. Provides general office support in the areas of maintaining files and related documentation. Assists City Clerk in a variety of other related duties assigned. Acts as City Clerk Pro-tem in absence of City Clerk/Treasurer.

Receives general supervision from the City Clerk/Treasurer. This position does not exercise supervision of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Act as receptionist; greet visitors, answer telephone, and respond to a variety of questions; route calls or visitors to appropriate City employee or department.
- Respond to issues, questions, and problems posed by customers or employees; evaluate circumstances based upon policy and precedent.
- Follow processes and procedures based upon established departmental policies.
- Compose routine correspondence on own initiative.
- Take applications for licenses, acquire proper approvals, obtain necessary documents for approval, and issue to customer once approved.
- Update adjustments – debits and credits to utility accounts; update proper notes in customer files.
- Collect and process cash received for all departments, properly recording receipts and maintaining the cash drawer.
- Prepare, process, and mail monthly utility billing.
- Enter payments on accounts for utilities, services, dog licenses, and permits.
- Accurately maintain the customer database for City utility accounts.
- Work with City employees to calculate correct consumption reports for analysis – calculating overage charges.
- Monitor delinquent accounts and prepare shut-off notices.
- Direct citizen complaint forms and give proper information to customer.
- Maintain accurate files and records under established filing systems and procedures.
- Distribute and process incoming and outgoing mail to the appropriate department.

- Assist staff members in other areas of departmental operations as needed.
- Perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

- Knowledge of cash management and utility billing software.
- Knowledge of general office practices and terminology.
- Knowledge of computer terminal operation and PC software, including spreadsheets.
- Ability to develop effective relationships with supervisors, fellow employees, and the public.
- Ability to independently make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established policies.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain complex clerical records and prepare reports from such records.
- Skilled in effective communication and public relations.
- Skilled in maintaining a high degree of accuracy and reliability in all phases of job performance.
- Skilled in handling multiple tasks concurrently.

REQUIRED EXPERIENCE, TRAINING, LICENSES, AND/OR CERTIFICATIONS*

- High school diploma or GED
- Possession of at time of hire or attainment of within one-year of appointment of an Idaho Notary Public certification.

*Failure to acquire and maintain the required certifications will violate the terms of the position and will result in termination from the position.

PHYSICAL REQUIREMENTS

Position requires sitting, standing, walking reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

WORKING CONDITIONS

Generally, work is performed in a standard office environment, temperature remains relatively constant. There are frequent interruptions from phones, public inquiries, and other staff. Travel to occasional offsite meetings is also required.

This position is FLSA non-exempt.

The City of Priest River is an equal opportunity employer.