



Seeking applications for the position of:
City Clerk's Office Assistant

Open Date: November 13, 2024

Closing Date: December 2, 2024 at 5:00p

Starting Wage: \$3,456.27 per month plus a generous benefit package including: Persi retirement, medical, dental, and vision, and paid vacation and sick leave

QUALIFICATIONS:

- Graduation from high school or possession of a GED; and
- Two or more year experience in the performance of secretarial and administrative support duties; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

General Statement of Duties: This position will perform a variety of data entry duties including: assisting with the coordination of the City's records management, fulfilling public records requests, issuance of city permits and licenses, a variety of data entry, creation of City Council meeting minutes, and other advanced support duties for the City Clerk's office.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Modern office procedures, practices, and equipment including the use of Microsoft Office software, internet, Outlook, and webpages;
- Strong communication skills including a command of spelling, grammar, and punctuation;
- Excellent customer service skills;
- Municipal structure, functions, and the organization of city government;

Ability to:

- Learn City policies and department rules, procedures, practices and objectives;
- Maintain confidentiality in all work performed;
- Create and maintain complex clerical and accounting records;
- Analyze accounting data for control and reporting purposes;
- Type proficiently and accurately;
- Physically perform the essential functions of the job.

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall. No phone inquiries please.