

Position: Deputy Clerk/Treasurer

Deadline: August 9, 2010

Agency: City of Chubbuck

Location: Chubbuck, Idaho USA

Compensation: Commensurate with qualifications.

Benefits offered included medical, dental, vision, life insurance, paid time off, and retirement benefits.

Summary: The City of Chubbuck seeks a deputy clerk/treasurer to assist the city clerk/treasurer in all operations of the clerk's office. The deputy clerk/treasurer will report directly to the city clerk.

Job Duties : Administrative, clerical and managerial work including records and city code maintenance, election activities, preparing the agenda and materials for city council meetings, accounts payable, accounts receivable, payroll, budget preparation, utility billing, human resource activities, providing customer service to elected officials, city staff and the public and ensuring the cities compliance with federal , state and city code.

Education and Experience: Qualifications include a degree with business or governmental emphasis. Experience in accounting, cash management, budget preparation and presentation, public relations, human relations and staff development, records management, and compliance with governmental regulations preferred. An equivalent combination of education or experience will be considered.

Competencies: The deputy clerk must possess a thorough knowledge of the principles, methods and practices of accounting, cash management and records management. The deputy clerk/treasurer must also possess demonstrated leadership, public relations, interpersonal communication, analytical, problem-solving, and computer skills. The deputy/clerk must have the ability to develop and sustain positive relationships with other city employees, citizens, business and community leaders.

Application: A completed City of Chubbuck employment application along with a cover letter, resume, list of references and salary requirements must be submitted by August 9, 2010 to the City Clerk, Rich Morgan at PO Box 5604 Chubbuck ID 83202