



CITY OF CASCADE  
105 SOUTH MAIN STREET  
P.O. BOX 649  
CASCADE, IDAHO 83611  
208.382.4279

<b>TITLE:</b> Deputy Clerk
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**General Statement of Duties:**

Performs a variety of organizational, administrative and clerical duties in support of the City Clerk. Responsible for organizing Planning & Zoning meetings and processes and coordinating work flow within Planning & Zoning.

**Classification Summary:**

The principal function of an employee in this position is to perform administrative duties including customer service activities that require routine problem solving, decision making and office experience. The position must be able to project a professional and friendly image through in-person and phone interaction. The position primarily supports City staff as needed and acting as City Clerk in the absence of the City Clerk. Duties include: answering telephone and routing phone calls, greeting and directing visitors, answering citizen questions, assisting in park reservation, researching and answering ordinance, zoning, complaint and violation questions. Duties are constantly evolving and changing and may include handling special projects as assigned.

**Essential Duties and Responsibilities:**

- Provide customer service by answering telephone and greeting walk-in customers, providing information, answering inquiries, and directing inquiries to the appropriate person;
- Issue pet licenses;
- Manage City park reservations;
- Coordinate funeral arrangements at Margaret Cemetery with funeral director and public works department;
- Assist with the preparing of the City Council agenda, meeting packets, materials;
- Assist with the preparing and organizing minutes and meeting recordings in a timely manner;
- Assist with the preparing and providing for legal publication for meetings, hearings, resolutions, ordinances, and notices in accordance with State and local laws;

- Keep calendar, track deadlines and projects timelines;
- Collects and processes cash received, properly recording receipts and maintaining the cash drawer;
- Assist the City Clerk /Treasurer with a variety of routine clerical and administrative tasks, as assigned;
- Prepare and provide for legal publication for all meetings, hearing, resolutions, ordinances, and notices in accordance with State and local laws;
- Act as the City's designated administrator for the Planning & Zoning Commission,
- Attends Planning & Zoning meetings, takes and prepares minutes;
- Prepares and distributes Planning & Zoning agenda and information packets;

**Other Duties and Responsibilities:**

- Any other duties assigned by City Clerk, Public Works Superintendent, or Mayor;
- City Notary

**Required Skills, Knowledge and Abilities:**

- Cash management;
- General office practices and terminology;
- Must be able to work effectively with the public;
- Perform wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in timely manner.

**Acceptable Education and Experience:**

- High School diploma or GED equivalency supplemented by business school or college coursework in accounting, and secretarial skills.
- Considerable computer and clerical experience or equivalent combination and experience that provides the required skills and abilities to perform the work necessary.

**Necessary Special Requirements:**

- Valid Idaho Driver's License

**Other Requirements:**

- Pass Background Check
- Complete 90 Day Probationary Period