

City of Hagerman

191 State Street North

P.O. Box 158**Hagerman ID, 83332****Phone 208-837-6636**

clerk@hagermanidaho.us

**Mayor**

Jared Hillier

City Clerk

Mary Moreland

City Superintendent

Justin Hulme

The City of Hagerman is seeking to fill a Deputy Clerk position.

The Deputy Clerk assists the City Clerk in all phases of work. Responsibilities include but are not limited to clerical duties, assist the public, and City departments as needed; records management; accounts payable; handling of confidential records & municipal funds.

Candidates must possess a high school diploma or equivalent with office or business experience. Must be organized and detailed oriented with a professional demeanor; possess multi-tasking skills; be proficient with Microsoft Office and common office equipment; have excellent communication and customer service skills, be goal oriented, and be a team player who works well with others.

Applications are available at Hagerman City Hall 191 N. State St. Hagerman, ID 83332.

The City of Hagerman is an Equal Opportunity Employer.