

Temporary Clerk

Updated: May 2026
Supervisor: Mayor



Position Summary:

The City of Bellevue is seeking a detail-oriented and organized Temporary Part-Time Clerk to provide administrative support during a maternity leave absence. This position plays a key role in supporting the Mayor, Bellevue Common Council, and department heads by ensuring smooth coordination of meetings, records management, and compliance with applicable laws and procedures.

Essential Duties and Responsibilities:

- Attend and record minutes for two (2) regular City Council meetings per month, as well as any special meetings scheduled by the Mayor.
- Prepare accurate, clear, and timely meeting minutes for Council review and approval.
- Coordinate with the Mayor and department heads to prepare and publish agendas for all Council meetings in accordance with applicable deadlines.
- Assist in organizing and distributing meeting packets and supporting materials.
- Monitor the City Clerk email account and respond to or route inquiries as appropriate.
- Intake public records requests and coordinate with the appropriate department(s) to ensure timely and compliant responses.
- Maintain organized and accurate records and filing systems.
- Assist with election-related duties, including processing and filing candidate filings with Blaine County in August.
- Ensure compliance with Idaho Open Meeting Law requirements, including proper noticing, agenda posting, and recordkeeping.
- Provide general administrative support as needed during the Clerk's absence.

Knowledge, Skills, and Abilities:

- Working knowledge of Idaho Open Meeting Law and public records requirements, or ability to quickly learn.
- Strong organizational skills and attention to detail.

- Ability to manage multiple tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Proficiency in standard office software (e.g., Microsoft Office or similar).
- Ability to maintain confidentiality and handle sensitive information with discretion.

Qualifications:

- Previous experience in municipal government, clerical work, or administrative support preferred.
- Experience taking meeting minutes or supporting public meetings is highly desirable.
- High school diploma or equivalent required; additional education or training in public administration or a related field is a plus.

Schedule and Duration:

- Part-time, temporary position during maternity leave coverage: Approximately July 10-October 31.
- Must be available to attend evening City Council meetings (typically twice per month) on Monday evening and occasional special meetings.

Compensation:

- Hourly rate dependent on qualifications and experience.