

City of Lava Hot Springs

April 2026

FLSA Status: Non-Exempt

Position: Part-Time

OFFICE ASSISTANT

Application Period:

Apply between April 11 and April 25, 2026.

Applications are available online at:

<https://www.lavahotspingscity.com/> (Employment Application Form)

Submission Options:

Submit applications no later than April 25, 2026, at 2:00 p.m. by one of the following methods:

- In person at City Hall during office hours
- Drop box (blue box located on the east side of the building by the door)
- Email: lavacityhall@gmail.com
- Mail: PO Box 187, Lava Hot Springs, ID 83246

Position Description:

The Office Assistant performs a wide range of complex administrative and clerical duties. Responsibilities include, but are not limited to, utility billing, non-property tax applications and tracking, business license processing, recordkeeping, filing, and providing professional and courteous customer service to the public, both in person and by phone. This position supports the daily operations of the city and assists with recurring monthly and annual administrative processes.

Compensation & Benefits:

\$16.00 – \$18.00 per hour (DOE)

Essential Duties and Responsibilities

- Provide excellent customer service to citizens and co-workers, both in person and by phone
- Receive and process park reservations, non-property applications, Business licenses, permits, special event applications and other applications.
- Maintain and update utility billing system including billing and answering question.
- Process, review, and verify monthly meter readings.
- Calculate and verify utility charges and non-property tax billings.

- Prepare and mail monthly utility bills and delinquent notices.
- Assist with collection of delinquent accounts, including coordination with city clerk on past due accounts.
- Assist with utility shut offs and communicate with customers regarding past due accounts.
- Assist with park pavilion reservations and scheduling.
- Complete work orders as requested by citizens or staff.
- Assist with setup for meetings, community events, and City functions.
- Transcribing minutes accurately
- Maintain confidentiality and security of all records and information.
- Assist the City Clerk with additional duties as assigned.
- This position also serves as backup support for Business Licensing and Non-Property Tax (NPT) administration, ensuring continuity of operations and consistent interpretation of City ordinances related to those programs.

Business License & Non-Property Tax

- Assist with reviewing Business License and Non-Property Tax applications for ordinance compliance.
- Coordinate with the City Clerk on compliance issues involving licensing and non-property tax programs.

Work Schedule Requirements

- Monday through Friday workdays, flexible, workdays of the week will be determined at the time of employment based on operational needs.
- The start time is flexible, day shift. This part-time job allows for up to 30 hours weekly.
- Work hours may vary depending on enforcement activities, inspections, and community response requirements.

Required Knowledge, Skills, and Abilities

- Ability to interpret and apply municipal ordinances and regulations.
- Ability to understand and apply ordinances related to Business Licensing and Non-Property Tax.
- Strong verbal and written communication skills.
- Excellent interpersonal and conflict-resolution skills.
- Strong organizational and documentation skills.
- Ability to work independently while coordinating with City staff.
- Ability to exercise sound judgment and discretion.
- Basic computer skills.

Minimum Qualifications

- High school diploma or GED.
- Valid Idaho driver's license.
- Ability to pass a background check.

- Experience in municipal code enforcement, inspections, regulatory compliance, or related fields preferred.

Compensation

Compensation based on qualifications and experience. Benefits in accordance with City policy.

Equal Opportunity Employer

The City of Lava Hot Springs is an equal opportunity employer.