



Notice of Job Opening

September 2026

City of Albion City Clerk and Treasurer

The City of Albion has an opening for the position of City Clerk and Treasurer. This is a full-time position and generally requires forty hours (40) per week, 10 hours per day, Monday through Thursday. There are at least one-time-a-month evening meetings for City Council Meetings that will require the Clerk's attendance. There are occasional other evening meetings to conduct the City's business that the Clerk may need to attend. Compensation is dependent upon experience, with hourly rate range between \$16.00 and \$22.00. Full City benefits apply to this position, including PERSI retirement and medical insurance.

Application forms and job descriptions may be picked up during normal business hours at the City Office 225 South Main, Albion, Idaho. Application forms and job descriptions may also be found on the Albion City Website: albionidaho.gov.

Applicants who are interested in this position must submit a completed City of Albion job application, along with references. This offering will remain open until filled by a suitable candidate. The required submittals must be hand delivered to, or mailed to

Albion City Office
225 South Main
PO Box 147
Albion, ID 83311

Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further review and interviewing. If you wish to request reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit it with your application and other submittals.

The City of Albion is an Equal Employment Opportunity Employer. The City invites applications from all qualified individuals and does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.