

TOWN OF ASTATULA

DEPUTY TOWN CLERK

GENERAL DEFINITION AND CONDITIONS OF WORK:

This position reports to the Town Clerk. This position performs technically skilled tasks as well as administrative work of a difficult and highly responsible nature in the field of municipal government.

PRIMARY RESPONSIBILITIES:

- Assist the Town Clerk as necessary and act in his/her place during lengthy absences.
- Assist Customers in Town Hall via telephone, email, and mail.
- Assist the Town Clerk with the Utility Billing system and accounts receivable.
- Assist the Town Clerk with coding and input of purchase invoices.
- Receive payments from residents for building permits, utility billing, community center rental, and other items.
- Assist the Town Clerk with record management and disposition of all Town records according to the State of Florida Records and Archives Bureau.
- Coordinate Lien search requests.
- Schedule reservations and process rental agreements for the community center.
- Maintain cemetery records, mark grave plots, liaise with funeral companies, and issue internment certificates.
- Prepare agendas, attend meetings, record and take meeting minutes as directed.
- Prepare data for studies and reports.
- Other clerical work that may include filing, typing correspondence, preparing spreadsheets and reports, faxing, or emailing documents.
- All other duties associated with the position as deemed necessary.

EDUCATION AND SKILLS REQUIRED:

- Must possess a high school diploma or equivalent.
- Ability to multi-task with the ability to prioritize tasks.
- Ability to plan and organize work in a manner conducive to full performance and high morale.
- Ability to establish and maintain effective working relationships with Town Staff, Municipal Officials, and the General Public
- Ability to prepare, analyze, interpret, and present complex statements and reports.
- Ability to communicate ideas effectively, both orally and in writing.
- Proficient in Microsoft Office software, including Excel, Word, PowerPoint, Publisher, and Outlook.
- Good knowledge and understanding of Intuit QuickBooks accounting software.
- Florida Notary must be attainable within one (1) year of employment
- Knowledge of the principles underlying general laws and administrative policies governing municipal practices and procedures.
- Thorough knowledge of business English, spelling, punctuation, grammar, and arithmetic.
- Thorough knowledge of modern office practices and procedures and the use of office machines and equipment.

PHYSICAL REQUIREMENTS

- Must be able to sit for extended periods and enter data on a personal computer or terminal. Work requires reaching, standing, grasping, and repetitive motions.
- Occasional bending, stooping, and lifting up to 25 pounds. Will be required to file and/or retrieve files and transport material and/or equipment to off-site storage facility.
- Tasks require visual perception and discrimination. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Ability to communicate verbally in person and on the telephone.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.

COMPENSATION

Full-Time Position, 36 hours per week required Monday thru Thursday 8:15 am - 5:15 pm.
Hourly Wage \$18.00 - \$24.00 DOQ.

Full-time employees are offered a competitive benefits package, including paid holidays, annual and sick leave, retirement, health, dental, and other benefits.

A background check, and drug screen will be required. The Town is a Drug Free and Tobacco Free Workplace.

We are an Equal Opportunity Employer and offer Veterans Preference upon initial hire per Florida Statute 295. Appropriate documentation must be submitted to establish Veterans Preference eligibility prior to the closing date of the position. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Selected applicants receiving a conditional offer of employment will be subject to a complete background check, drug testing, and a medical examination. We reserve the right to update the minimum qualifications of the position and close the position prior to the closing date.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9. E-Verify Works for Everyone For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Signature

Name (Print)

Date

Please email the application along with a copy of your resume to the Town Clerk at TownClerk@astatula.org