

TOWN OF ASTATULA

TOWN CLERK

GENERAL DEFINITION AND CONDITIONS OF WORK:

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

ESSENTIAL FUNCTIONS and RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Secretarial/General:

1. Prepares agendas and packets for Town Council meetings; records and transcribes minutes of Town Council meetings; distributes documentation to Council members, staff members, the public, or others as appropriate.
2. Performs customer service functions; provide assistance and information related to Town/department activities, boards/committees, documentation, procedures, fees, or other issues; responds to routine questions or complaints; initiates problem resolution.
3. Research code books, imaging system records, meeting minutes, or other resources as needed; prepare chronologies for projects.
4. Maintains Code books; orders municipal code books and supplements as needed.
5. Updates resolution and ordinance lists; maintains current lists of committee/board members.
6. Updates information in Town Hall and on the Town sign.
7. Handles municipal correspondence, both incoming and outgoing, as directed or as requested by the Town Council.
8. Advertises Council notices, bids, or other advertisements in local newspapers; maintains advertising records for proof of publication.
9. Coordinates the signing of documents and contracts; certifies and notarizes legal documents as needed; certifies tax rolls; administers exparte communications and oaths of office for police officers.
10. Processes, records, and files ordinances, resolutions, notices, and bids.
11. Performs liaison work between the public and Town Council as may be directed.
12. Administer and record oath of office; prepares and maintains custody of all official Town records and files; maintains custody of the municipal seal.
13. Attests to official documents.
14. Maintain receipt of service and legal documents.

Election:

1. Certify vacancies existing on a local level; maintains receipts of any and all petitions, initiative or otherwise; exercises quasi-judicial authority in determining the validity of petitions according to city code or statutes.
2. Assists in coordinating municipal elections; assists in hiring poll workers; assists in coordinating and certifying election results.
3. Provides layout of local ballot for all elections and has ballots printed; furnishes materials for local elections; publishes results and maintains a receipt of election results.

Financial:

1. Oversees accounts payable; codes invoices, enters and creates checks.
2. Handles all revenues, coding and makes bank deposits.
3. Follows Town purchasing policy.
4. Verifies time sheets, maintains all payroll related personnel records, prepares all related reports; handles Workman's Compensation reports.
5. Develops the budget and works with the Town Council through workshops to develop annual Final Budget.
6. Prepares bank reconciliations.
7. Handles all TRIM correspondence and reports to the Property Appraiser, Tax Collector and the State.
8. Assists the Auditor in providing information for the annual audit.
9. Maintains all required financial records.

Planning and Zoning:

1. Receives and reviews applications for any type of development; assists applicants and provide applicants with information; distributes copies of applications to Planner, Engineer, and Attorney.
2. Schedules Planning and Zoning Meetings; prepares any and all legal ads relating to Planning and Zoning; prepares signs for posting on properties subject to possible rezoning; handles all communications between parties.
3. Attends Planning & Zoning meetings, records and produces minutes for approval.
4. Records any necessary documentation and plats after completion of development process.
5. Provides Land Development Regulations information to the Public.

Human Resources:

1. Maintains personnel files; oversees Town health insurance program.
2. Assists employees with personnel questions; handles Family Medical Leave Act applications.

State Reports:

1. Oversees State Sales Surtax, Annual Local Highway Finance, State Revenue Sharing, Annual Mileage, Ethics Commission, and Florida League of Cities reports.
2. Submits current population figures to state.

Code Enforcement:

1. Receives complaints when necessary and directs to the Town Code Enforcement Officer.
2. Schedules and posts meeting notices.
3. Attends Special Magistrate meetings, records and produces minutes, receives evidence and returns files.

Building Permits:

1. Oversees the building permit applications process, to include providing the right forms for each type of permit, assuring the applications are correctly filled out, and have the supportive documentation necessary; transmits applications to the Town Building Inspector for approval.
2. Issues Building permits to applicants, faxes required inspections sheets to Building Permit Firm.
3. Deposits Building permit fees in Building Inspection Account and at the end of each month verify and pay invoices from Building Permit Firm.

Cemetery:

1. Maintains Cemetery records.
2. Issues letters of receipt for plot purchases.
3. Directs funeral homes to proper person for information.
4. Maintains map of cemetery plots.

CDBG Grant:

1. Gathers information, meets with residents and Town Council to discuss expenditure of grant.
2. Prepares, gets approval and submits application of grant.
3. After approval, generates bids purchase equipment or contract for services.
4. Handles all necessary reports.
5. Prepares documentation for site visits as well as monitoring visits throughout the project.

Information Technology:

1. Responsible for maintaining the information systems, back-ups and keeping the systems up to date.
2. Responsible for maintaining the Town website.
3. Responsible for recommending updates to the Town's information technology.

Miscellaneous:

1. Handles and distributes mail, email, and messages.
2. Manages Town Hall Office.
3. Orders office supplies for the Town (Police, Public Works).
4. Provides necessary assistance to the Town Council, and Boards.
5. Prepares for and attends workshops, records such and follows through of recommended items.
6. Manages any other special projects that are created by the Town Council. Provide assistance to Council members.

MINIMUM QUALIFICATIONS

Bachelor's degree in Records Management, Business Administration, Public Administration, or closely related field; supplemented by three (3) years previous experience and/or training that includes Clerk's Office operations, management of official records, office management, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Certified Municipal Clerk (CMC) certification or actively pursuing certification and provide monthly status updates. Must possess and maintain valid Notary Public certification by State of Florida.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 to 10 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust or mildew.

The Town of Astatula, Florida, is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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