



**Town of Hillsboro Beach
Job Description - Deputy Town Clerk**

Open Date: 2/8/2022

Close Date: 4/8/2022

Administrative Responsibilities:

Serves under the general supervision of the Town Clerk. The Deputy Town Clerk is entrusted with numerous and diverse duties. The position is one of high responsibility requiring advanced administrative work. The position serves as principal assistant to the Town Clerk. The position assists the Town Clerk with daily operations, performing a variety of advanced administrative duties for the Town Manager, Town Clerk and Town Commission. The purpose of this position is to provide support to the Town Clerk and to assist with the maintenance of public records to ensure efficient and effective operation of all departments.

Essential Job Functions:

- Assist Town Clerk as necessary and in the absence of the Town Clerk assume authority for the administrative and managerial responsibilities of the Department.
- Sign official documents in the absence of the Town Clerk.
- Assist in the agenda development process for all Town Commission meetings.
- Attends Commission Meetings regularly or as assigned.
- Assist Town Clerk with Record Retention and Scanning.
- Process ordinances, resolutions, contracts and deeds. Maintains a database of those legal documents.
- Perform customer service duties; answers the telephone, provides accurate information to callers; respond to routine requests, concerns and complaints from residents and staff.
- General duties include typing, composing professional correspondence, including letters and electronic mail. Sort and distribute mail.
- Box and label files for year-end storage as directed by the Town Clerk and State Law.
- Email Marketing - Format and Distribute info via email.
- Place legal notices as requested. Assist with codification of Town Code of Ordinances and distribution of supplements.
- Assist in the coordination of Town election administration and activities.
- Attends and participates in municipal clerk training events, meetings and networking events, as needed.
- Serve as Social Media Coordinator – Facebook and LinkedIn.
- Answers telephones and greets visitors - records and relays messages as appropriate.
- Handle incoming and outgoing mail and correspondence with other agencies.
- Upload documents into record repository system and ensure ADA compliance.
- Purchase office and miscellaneous supplies for Town Hall.
- Report community bus service issues to appropriate agencies.
- Update information on Town Website as needed, ensuring ADA website compliance
- Under direction of the Town Clerk assemble public records request.

Knowledge, Skills and Abilities:

Thorough knowledge of office procedures. Knowledge of computer equipment and operational methods. Ability to establish and maintain effective working relationships with Town officials, employees and general public. Ability to deal with the general public with diplomacy, tact and retaining confidentiality with these dealings. Ability to attend locally and/or travel to classes and seminars for certification and continuing education.

Minimum Qualifications:

High school diploma/GED; prefer associate degree; supplemented by three (3) years of progressively responsible work experience in administrative support services that provides broad knowledge of business and governmental administration practices. Preference with experience in at least one of the following capacities: Municipal Clerk, Local Government or Paralegal. Florida Notary Public Commission. Must obtain within ninety (90) days of employment.

Certification:

CMC Certification must be completed within first three years of employment, followed by obtaining MMC designation.

Physical Demands

The work is typically performed with the employee sitting, standing, or walking. The employee must occasionally lift objects up to 20 pounds.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested Town Clerk.

Salary and Benefits:

The Town offers a competitive benefits package and participates in the Florida Retirement System. Salary based upon experience and qualifications.

Hours

Full time position; 40-hour work week Monday – Friday, with some overtime, evening or weekends possible depending on meetings, workload or special events.

Equal Employment Opportunity Statement

The Town of Hillsboro Beach is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability, marital status, family status or sexual orientation in employment or the provision of services.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Town of Hillsboro Beach operates as a drug-free workplace. A liberal benefits package is included. Salary is commensurate with skills, abilities, and qualifications. Resumes may be submitted via email to TownClerk@TownofHillsboroBeach.com or U.S. mail to: Town of Hillsboro Beach, ATTN: Deputy Town Clerk Position, 1210 Hillsboro Mile, Hillsboro Beach, FL 33062. Applications must be received by 5:00PM, Friday, April 8, 2022.