



City Of Tavares
Position Vacancy Announcement
March 2, 2017

Position Title: Deputy City Clerk
Salary Range: \$33,500 - \$50,250
Posting Number: 419
Closing Date: Open Until Filled

GENERAL DESCRIPTION:

Under the supervision of the City Clerk, this position performs complex executive level administrative functions and tasks. This position works cooperatively with other City departments, City Council, other state, local and county officials and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Responds to citizen and internal public records requests; coordinates with other departments
2. Assists in maintaining records management system, off-site records and updating retention system
3. Performs research and retrieval of public records
4. Provides administrative support to the City Administrator: scheduling meetings, arranging travel, preparing correspondence
5. Assists in maintaining the City website and City Hall digital display board
6. Maintains the City's main Facebook page
7. Provides administrative support to City Clerk, Special Magistrate, City Council, and citizen Boards
8. Maintains ordinances, resolutions, easements, minutes (for boards and committees), covenants, contracts, and other records and documents; maintain databases for each document series.
9. Updates State of Florida General Records Schedule annually, and provides all records coordinators with updated schedules and records series information. Assists the City Clerk in annual training and training material for department records coordinators; assists in the preparation and maintenance of department records.
10. Acts as Staff Liaison, attends meetings and prepares minutes for the Code Enforcement hearings. Acts as backup for the City Clerk for all other Council, Board, Committee Meetings and Workshops.
11. Assists with City Elections
12. Prepares and submits legal ads, display ads and notifications regarding public meetings and ordinances to the media in compliance with local and state requirements
13. Maintains Board appointment records, support, and correspondence
14. Records City documents with the Lake County Clerk of Courts.
15. Department purchasing/budget monitoring, maintains office supplies and purchasing needs, enters purchase orders, processes invoices, and tracks budget and accounts throughout the year for the City Clerk, Administration and City Council
16. Performs special projects assigned by the City Clerk and City Administrator
17. Oversees shredding and destruction of City documents that have met retention requirements
18. Prepares City Departments monthly report for City Council and City Administrator
19. Notarizes and attests City documents. Provides Notary services to city residents.
20. Assists with lien searches by working with Finance, Code Enforcement, and Building Department in the City Clerk's absence.

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21. Prepares and administers Domestic Registry Affidavits
22. Performs duties of the City Clerk in the Clerk's absence
23. Provides coverage for City Hall Administration lobby as needed

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of office management practices
2. Knowledge of office filing system, Excel, Access, PowerPoint, Publisher and Photoshop preferred
3. Knowledge of municipal government organization and services provided
4. Ability to organize, file and retrieve volumes of written materials
5. Ability to operate office equipment (computer, audio digital recording software, copier, fax, etc.)
6. Ability to work under pressure with short deadlines
7. Ability to effectively supervise clerical staff member
8. Skill in public relations

EDUCATION AND EXPERIENCE:

1. High school graduation or possession of an equivalency diploma from an accredited educational organization
2. Five to seven (5-7) years secretarial and administrative experience with two (2) years experience in local government administration preferred
3. Must obtain Certified Municipal Clerk certification within three (3) years of hire
4. Must obtain Public Notary within 6 months of hire

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

1. Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Sufficient eyesight to perform essential job functions (with or without correction)
- Sufficient hearing to perform essential job functions (with or without hearing device)
- Ability to communicate both orally and in writing
- Ability to enter data accurately and timely
- Ability to access file cabinets for properly filing and retrieval of data
- Ability to sit at a desk, view a display screen and enter information for extended periods of time
- Heavy (10 pounds and over) lifting and carrying

ENVIRONMENTAL CONDITIONS:

- Work inside in an office environment
- Travels to off-site records storage site

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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The City Of Tavares is an Equal Employment Opportunity, Drug-Free Workplace and E-Verify Employer. Qualified individuals with disabilities are encouraged to apply and will be reasonably accommodated. Women and minorities are encouraged to apply. Veterans' Preference offered on initial hire per Florida Statute 295. Selected applicants receiving a conditional offer of employment are subject to a criminal, driver, education and employment background check, drug screen, psychological assessment and medical examination. To apply, a City of Tavares employment application and resume with a minimum of ten (10) years complete work history must be submitted to City of Tavares Human Resources no later than 5:00 p.m. on the closing date (if mailed, it must be postmarked no later than the closing date). Internal candidates must submit a completed Internal Transfer Request (available in Human Resources, no later than 5:00 p.m. on the closing date. Minimum qualifications are subject to change pending approval of job description(s). Equivalent combination of related training and experience may be considered. The City of Tavares reserves the right to fill positions prior to the closing date. All positions are regular full-time unless otherwise noted.