

City Clerk

Closing Date: Open Until Filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends and records minutes of all official meetings of the City Commission and other assigned boards; conducts roll call on motions, votes and records all meetings proceedings.
- Drafts commission agendas and minutes for approval; reviews, proofreads, coordinates preparation and mailing of meeting notices and packets.
- Administers oath of office to the City Commission with the City Attorney.
- Composes correspondence, memos, management reports; maintains various logs, indexes, and calendars; prepares legal advertisements for public hearings, ordinances, and bid openings.
- Serves as liaison to the general public regarding municipal elections, City Clerk business and other related matters.
- Process, record, file and advertise various public notifications, manages, attests, certifies, files and records municipal documents and legal papers of the City including contracts, agreements, resolutions, ordinances, land development regulations, proclamations, municipal budget, notices, bids, request for proposals, request for qualifications and others; provides authentication of all ordinance, resolutions, and transcripts of municipal functions; reviews, signs and seals various permits, deeds and orders.
- Manages the operations of municipal elections on an annual basis; duties include, but are not limited to, processing filing applications of candidates, overseeing precinct preparations, filing legal election documents with state and federal agencies, and monitoring elections to ensure compliance with federal election laws.
- Receives all petitions, claims, or other communications directed to the City or to the City Commission.
- Provides notary public and certification services as requested.
- Provide clerical assistance to the city commission and commissioners.
- Perform all other related duties as assigned.
- All employees may be required to work before, during and / or after a natural or man-made disaster or hurricane.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree from an accredited college or university with major course work in Business Administration or Public Administration or a related field; supplemented by six

(6) years experience of progressively responsible administrative work that includes and responsible office and administrative experience in local government, including two (2) years of supervisory experience, or any equivalent combination of education, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Certified Municipal Clerk (CMC) or be able to obtain certification status within six (6) months of hire and maintain throughout employment.

Inquires:

Please submit a cover letter and resume to:

City of Pahokee
Human Resource Manager
Jacqueline Ramsay
207 Begonia Drive
Pahokee, Fl 33476
Email: jramsay@cityofpahokee.com

Job Type: Full-time