

POSITION AVAILABLE
Town of Indian River Shores

Position Title: Town Clerk Assistant
Position Class: Non-Exempt
Salary Range: \$17 to \$25 per hour depending on qualifications
Work Hours: Full-time 37 ½ hour week, M-F, 8:4:30
Benefits: Medical, Dental, Vision, Life Insurance, AD&D, Long Term Disability, Defined Contribution 401A/457B Retirement, 2 Weeks' Vacation (after 1 year), 12 Sick Days, 11 Holidays

Job Description

- I. **TOWN CLERK ASSISTANT:** The person in this position is responsible for assisting the town clerk with advanced office administrative and secretarial work of a complex and often confidential nature. The focus of the position is support for daily priorities of the town clerk, reporting to and serving under the supervision of the town clerk. Duties and responsibilities are outlined below.

A. DUTIES AND RESPONSIBILITIES:

1. Works directly with town clerk, maintaining confidentiality of all office business
2. Greets visitors; ascertains nature of business and either assists or refers to appropriate office/person
3. Major duty is to assist with implementation of a town-wide records management program of maintaining and dispositioning all official records, documents and papers of the town. Recognizes significance of documents from a historical, topical, or legal value and maintains order in a logical filing system in accordance with State records disposition requirements and as directed by the Records Management Liaison Officer (town clerk). Assists with disposal and retention of records as required by the State.
4. Drafts, proofreads, distributes, scans, faxes or copies documents as needed
5. Performs Notary Public duties
6. In the absence of the town clerk, prepares for and attends Council or Committee meetings, which may include preparing the agenda, packets, posting advertisements, recording the meeting, taking and or transcribing minutes of such meeting
7. Maintains daily communication and work status, ensures prompt communication of significant events or complaints to town clerk
8. Works closely as a member of the administrative team comprised of the town clerk, town manager, and executive assistant.
9. Other duties as the town clerk may require

B. KNOWLEDGE, SKILLS AND ABILITIES:

1. Exhibits office management skills with computer software (primarily Word, Excel and some PowerPoint), telephone, copier, scanner, fax and 10-key calculator
2. Expertly communicates orally and in writing (grammar and typing test required)
3. Maintains a cooperative, courteous and professional working environment and relationship with all departments within the Town and with the elected officials, in person, electronically and by telephone
4. Displays excellent organizational, extensive filing, and multi-tasking skills, able to produce output in a timely manner with minimum supervision and careful attention to detail
5. Maintains strict confidentiality of information as necessary
6. Familiarity with Roberts Rules of Order, Sunshine Laws, Florida Code of Ethics, Financial Disclosure

7. Has or obtains a Florida Notary Public license to provide service as needed
8. Has completed or desires to complete Certified Municipal Clerk (CMC) training
9. Understands Town policies, procedures, laws and ordinances
10. Maintains professionalism and dresses appropriately for executive offices
11. Uses research skills with a variety of sources

C. EDUCATION AND EXPERIENCE: Certified Municipal Clerk or higher with previous related municipal service is strongly preferred. Minimum high school diploma supplemented by progressively responsible experience; bachelor's degree or equivalent combination of training and 5 years' experience in office management or public administration.

D. TYPICAL EXAMPLES OF WORK: The town clerk assistant may be called upon to do any or all of the following on an ongoing daily basis: (these examples do not include all of the tasks which may be expected to perform):

1. Works closely with town clerk on daily tasks, research, grant preparation and/or submittal, or special projects
2. Serves as a clearinghouse of local information for residents and visitors, whether they walk-in, phone-in or email a request
3. Welcomes new residents to town and offers to add them to the e-news list
4. Directs the effective handling of citizen's complaints
5. Provides Notary service on a walk-in basis to residents or non-residents
6. Obtains signatures from elected officials as required
7. Assists with updates to the Town website as requested
8. Maintains courtyard public notice bulletin board
9. Assists with cemetery administration
10. Coordinates seminar/ conference/ event attendance and make travel arrangements for elected officials or town clerk
11. Orders supplies and specialized items (plaques, custom pens, etc.) as requested
12. Assists with tracking/producing public records requests
13. Work closely with town manager's executive assistant, screening visitors to Administrative offices

E. REQUIRED PHYSICAL/MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

1. Works in office setting subject to frequent interruptions
2. Manages well under stress from demanding deadlines and changing priorities and conditions
3. Ability to sit / remain / stand continuously for prolonged periods of time
4. Ability to hear normal sounds with some background noise
5. Ability to concentrate on fine detail amidst interruptions
6. Ability to lift and carry documents and office equipment weighing up to 25 pounds
7. Ability to file documents in drawers or shelves ranging from 1' – 6' from the floor
8. Ability to see objects closely, as when reading a map
9. Ability to remember multiple tasks and/or assignments which are designated for this position or others over long periods of time