
City Clerk

FLSA STATUS: Exempt
SUPERVISORY STATUS: Non-Supervisory

DEPARTMENT: Administration
REPORTS TO: City Manager

JOB SUMMARY:

To perform all of the duties of City Clerk as provided by Florida Statutes, so that the city's administrative and financial operations progress in an efficient, orderly, and lawful manner. This position manages official records such as but not limited to ordinances, resolutions, contracts, bid info, facilitates democratic processes like elections, attends city meetings, ensures legal compliance with Federal, State and Local laws, serves as a key liaison between the public, elected officials and city staff, and the management of burial/plot information, and issuing and receiving payment of deeds for the city owned cemetery. The City Clerk is the official custodian of the municipal records, maintaining transparency, accountability, and public access to government information.

Emergency Response Statement:

Every city employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may involve irregular work hours, relocation to emergency sites, and duties beyond those specified in the official job description. Emergency assignments may involve physically and operationally challenging conditions with little or no advance notice.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Supervise all functions of the City Clerk's office.
- Make recommendations to the City Council concerning the records and clerical functions of the City.
- Attend all City Council meetings, either in person, or by a duly qualified and designated representative, and keep a journal of its proceedings; maintain the official City Council minutes, ordinances, resolutions, and all records and documents. The correctness of the proceedings as entered in the journal kept by City Clerk shall be certified after each meeting by the City Clerk's signature (or duly designated representative) and the signature of the presiding officer of the City Council. The journal shall be a public record and any person shall have access to the journal at all reasonable times as prescribed by law. Catalog all official actions of the City Council.
- Give notice of all meetings to the City Council and to the public, as required by ordinance or State law.
- Serve as the election official for the City and administer elections.
- Authenticate and certify documents of the City. The City Clerk shall be responsible for signing and affixing the seal of the City of DeFuniak Springs, Florida, to such documents that require the signature of the City Clerk and seal of the City.
- Process and attest all written contracts and instruments on behalf of the City.
- Prescribe and be responsible for a system of review, retention, and disposition of records of all governmental and proprietary functions of the City and all departments of the City, subject to State laws or local ordinance.
- Updating and maintaining burial records (dates, locations, interment details) and lot histories.
- Digitizing old records, managing cemetery databases, and ensuring data accuracy.
- Filing, archiving, and retrieving documents, including burial permits, deeds and certificates.
- Answering inquiries (phone, in-person, written) from families, funeral directors and researchers.

- Assisting with plot selection, grave location, and sale of plots.
- Administer oaths required or authorized under general law, this Charter, or City ordinance.
- Countersign warrants for payment of obligations.
- Keep on file the legal descriptions of the boundaries of the City, as amended.
- Perform such other duties as may be prescribed by general law, by this Charter, by ordinance or resolution of the City, or by direction of the City Manager.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Microsoft Office programs.
- Knowledge of personal computers and of modern office practices and procedures.
- Ability to obtain the Certification through the Florida Association of City Clerks.
- Ability to use specialized cemetery management and mapping software.
- Ability to communicate effectively verbally and in writing with the public, employees, department heads, other governmental agency representatives, and City officials.
- Ability to work harmoniously with a diversity of individuals both inside and outside the city offices.
- Ability to meet multiple deadlines and possess strong organizational skills, including attention to detail.
- Ability to work under pressure with frequent interruptions.
- Ability to travel occasionally for meetings, training, or career development.
- Ability to obtain Florida Notary of the Public.
- Ability to be execute a bond of \$10,000.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

Required Qualification(s):

Graduation from a standard high school or GED obtained. A progressively demonstrated skill of at least five (5) years' experience and aptitude for performing responsible administrative work. Must be proficient in Microsoft Office computer programs. Requires a valid driver license.

Preferred/Desirable Qualification(s):

- A Bachelor's Degree and/or Municipal Clerk certification.
- Prior municipal governmental experience.
- Certification in Florida Association of City Clerks and/or International Institute of Municipal Clerks.
- Florida Notary of the Public certification.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands:

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision

and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

Work Environment:

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

EXPECTATION OF HOURS WORKED:

Monday through Friday 8:00 am to 5:00 pm in the office unless duties require you to be away from the assigned workstation. Required to attend city meetings which fall outside of regular office hours. Subject to be called in on a holiday or during an emergency. The City Manager reserves the right to modify the work schedule to better serve the department.

Paygrade: 68

After an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing a background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits. *City Clerk is subject to reasonable suspicion, work related post-accident, and fitness for duty drug testing.*

By signing below, I acknowledge I have read (or had read to me) the position description and fully understand all my job duties and responsibilities. I can perform the duties and responsibilities as outlined, with or without accommodation(s). I understand my duties and responsibilities may change on a temporary or regular basis according to the needs of the department and if so, I will be required to perform such additional duties and responsibilities.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____