



Town of Eatonville

Clerk's Office Organizational Chart



A Florida City Deputy Clerk assists the City Clerk in managing public records, overseeing municipal elections, and supporting city council meetings. Responsibilities include fulfilling public records requests, preparing agendas, and maintaining legislative compliance. The role acts as principal assistant and assumes full City Clerk duties in their absence.

The average Deputy City Clerk salary in Florida ranges between **\$34,000 and \$59,400**, with a statewide average of roughly **\$49,334** annually. In the nearby Orlando/Lake Mary area, hourly rates typically range from **\$25.19 to \$27.71** (or about **\$52,000 to \$57,000** per year).

RECLASSIFICATION RECOMMENDATIONS:

- Current P/T employment status to F/T employment status at 42,000. (Proposed by Resolution 2026-42)
- Position Title Change from Record's Coordinator to Deputy Town Clerk (Proposed by Resolution 2026-43)