



THE TOWN OF EATONVILLE

JOB DESCRIPTION (DRAFT)

Division/Department: ADMINISTRATIVE

Location: 307 E. KENNEDY BLVD

Job Title: DEPUTY TOWN CLERK

Reports to: MUNICIPAL TOWN CLERK

Level/Grade:	Type Of Position	Hours: 40/per week
POSITION#	☐ Part -time	☐ Non-Exempt
SALARY – \$16.35-\$28.56	☒ Full-time	☒ Exempt
\$34,000 - \$59,400		

GENERAL DESCRIPTION: Acts as an administrative professional assisting the primary town clerk. Responsibilities include maintaining official city records ensuring compliance with State and statutory requirements and guidelines pertaining to proper access, inspection, and disposition of records, preparing and distributing public meeting agendas, and assisting with municipal elections. Serve as the acting clerk in the absence of the town clerk and provide direct assistance to the public. Responsible for organizing all Town records. All work is performed under the general supervision of the Town Clerk.

ESSENTIAL JOB FUNCTIONS:

- Maintains the division records including scanning and filing of documents in compliance with Town and statutory requirements and completes the annual records destruction.
- Assists the Town Clerk with managing the Town's electronic documents; content management program; creates and updates policies and procedures for use of the Records Management Program
- Assist with scheduling and coordinating disposal of records Town-wide according to State guidelines.
- Assist with public records requests as needed.
- Maintain a database of onsite and offsite records inventory and performs quality checks to ensure compliance with records retention laws and standards.
- Assist in the development of regulations, standards, and procedures relating to records management.
- Acts as the record liaison to all Town departments and coordinate meetings with departments to identify and address records retention and destruction schedules in accordance with State, Town, and statutory requirements.
- Provides training to staff regarding records management, public records law and implementation of policies and procedures; provides training to system users regarding electronic imaging/content managing software; creates procedural documentation to assist users.

- Performs indexing, tracking official records, agreements, compiles and distributes recorded documents, ordinances, resolutions, and proclamations.
- Records documents into the Town of Eatonville Official Records.
- Organizes and prepares files of official records and department records for the document imaging process including ordinances, resolutions, agreements, deeds, liens, performance bonds, minutes, and agendas.
- Assist with the Municipal Election process as needed.
- Research and provide recommendation regarding purchases, dispositions or acquisitions of document imaging equipment and related supplies.
- Maintains an active membership in records management professional organizations to maintain a sound understanding of records developments.
- Assist the Town Clerk with organizing council/board meetings as needed to include transcribing of meeting minutes.
- Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.
- Performs other duties as assigned.

(NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Current Florida Public Records laws and new products, technologies, trends, and advances in the records management profession.
- Office terminology, methods, practices, and procedures.
- Information systems, spreadsheets, and computer software including Microsoft Word, Excel, PowerPoint, and Publisher.
- Departmental and municipal rules, regulations, policies, and procedures.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.
- Record keeping systems.
- Customer Service Procedures

PHYSICAL REQUIREMENTS

- Frequent hand and finger manipulation to use computer keyboards and office machines.
- Primary working conditions are typical for an indoor/office environment requiring sitting for an extended period of time, frequent use of computers and standard office equipment.
- Regularly walk, sit, stand reach with hands and arms, and talk and hear.
- Occasionally kneel, bend, crouch, and lift and/or carry office equipment, and boxes up to 15 pounds.
- Specific vision abilities to include close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Occasionally driving to various sites.

TOOLS AND EQUIPMENT USED

- Computer/printer/various software programs
- Telephones/Fax machines/Calculator/Scanner/Copier
- Town Vehicle

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution in a related field; or high school graduation or equivalent and three years of experience in the majority of work listed above.
- Must possess a strong understanding of state governance regulations, including the Florida Government in the Sunshine Law.
- Must possess a strong written communication skills and proficiency in word processing and Internet assisted legal research.

LICENSES AND CERTIFICATES

- Must possess and maintain a valid Florida Driver's License.

The Town of Eatonville is an equal opportunity employer that does not discriminate based on race, color, creed, national origin, sex, or disability.