



## THE TOWN OF EATONVILLE JOB DESCRIPTION

**Division/Department:** ADMINISTRATIVE

**Location:** 307 E. KENNEDY BLVD

**Job title:** TOWN CLERK

**Reports to:** MAYOR  
**RESPONSIBLE TO TOWN COUNCIL**

**Level/Grade:** Q-1

**POSITION#** 512

**SALARY-** \$35,736- \$55,167.84

**Type of position:**

☒ Full-time

**Hours:** 40/per week

☒ Exempt

**POSITION SUMMARY:** Performs responsible administrative and supervisory work managing the Town Clerk's Office. As Corporate Secretary of the Town, responsible for all public documents, legal advertising requirements, as well as indexing/recording Town Council Actions. Administers Town's Records Information Management Program; Municipal Reference Service; and serves as Municipal Elections Supervisor. Work is performed under the direction of the Chief Administrative Officer. Performs secretarial work and public contract work of a confidential nature providing administrative support services to the designated supervisor and or departments. Work is reviewed through observation, conferences, and evaluation of results achieved.

**ESSENTIAL JOB FUNCTIONS-** Executes documents on behalf of Municipal Corporation in concert with Mayor. Serves as custodian of Town Seal. Ensures proper maintenance of all Town records for expedient informational accessibility by the public/staff to ensure that all documents are processed pursuant to legal procedures. Supervises complex indexing of all items contained in Town Council minutes; record documents in public records as mandated by law.

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- Supervises and/or reviews all Town legal advertising, assisting in development of legally required notices on hearings for Ordinances, lien assessments, zoning, annexations, assuring notice afforded properly owners/interested parties as required by law.
- Plans and directs the development and administration of Town's Records Information Management Program, including planning and implementation, developing various schedules required by the program (e.g., inventory, retention, destruction).
- Drafts operational guidelines for implementation of programs, expanding upon dictates of applicable laws, assure continued efficiency/effectiveness of program.
- Supervises receiving, registering, processing of all notices of claims, and lawsuits filed against the Town
- Maintains up-to-day master copy of Town Code; maintains compilation of policies

adopted by the Town Council.

- Officiates at bid openings on public works projects, construction of Town facilities, bond issues.
- Exercises independent authority in conduct of regular and special Town elections; administers oath of qualification to candidates; receives all Certificates of Election results; maintain official election book on all Town elections.
- Performs related work as assigned.
- Supervises the receipt and initial processing of official documents for Town Council meetings, researches and assigns documenting numbers for agenda items; compiles materials and ensures timely distribution; attends senior staff meetings and provides input.
- Advises supervisor and departmental staff of important meetings, reviews and coordinates responses to invitation and correspondence received by supervisor.
- Prepare and maintain departmental purchase requests, bids and all pertinent information pertaining to departmental purchases and expenses.
- Organize and assemble material needed for meetings, conferences, public hearings, and coordinate scheduling and traveling arrangements.
- Take, transcribe, and review dictation, consisting of correspondence, memoranda and reports.
- Compile and complete data for administrative and public reports and other departmental documents.
- Maintain all legal and insurance case and claim files.
- Compose and type departmental correspondence.
- May assist staff in secretarial duties at the discretion of the Mayor and/or Chief Administrative Officer.
- Coordinates listing new job openings with outside sources (i.e., local newspaper classified) and internal posting.
- Responsible for collecting and distributing resumes to appropriate Directors for review.
- Coordinates job interview appointments at the direction of the Chief Administrative Officer.

**NOTE:** The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of laws and regulations governing the publishing, filing, indexing, and safe keeping of official Town documents.

- Knowledge of municipal election procedures and rules of conduct.
- Knowledge of rules or order governing official meetings and hearings.
- Knowledge of current office management principles and practices.
- Knowledge of research methods and techniques.
- Knowledge of local government operations and ordinances.
- Knowledge of automated records management systems.
- Ability to plan and direct the work of others.
- Ability to communicate effectively, both verbally and in writing.
- Effective verbal and written communication skills.
- Ability to conduct research, analyze and present findings in a clear, concise manner.
- Ability to organize the work of the office, to provide for the logical classification and recording of materials, and to evaluate the procedures being utilized.
- Ability to meet the public to understand their questions and provide clear answers.

**MINIMUM QUALIFICATIONS:** High School Diploma with a bachelor's degree in Public or Business Administration, supplemented by (5) years of Municipal Government experience (**preferred**). Must have general computer knowledge, and able to type at least 55 WPM. **Must have and maintain a valid Florida Driver's License.**

**SPECIAL REQUIREMENTS:** Certified Municipal Clerk/ Florida Notary Public

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