



<b>JOB TITLE: Assistant to the Village Clerk</b>	<b>DEPARTMENT: Village Clerk</b>
<b>ROLE &amp; LEVEL: Non-Management</b>	<b>REPORTS TO: Village Clerk</b>
<b>GRADE: 6 (40 hours)</b>	<b>FLSA STATUS: Salaried / Exempt</b>
<b>Hourly Rate: \$65-70K annual DOQ</b>	
<b>Resume &amp; Cover Letter accepted via email / PDF format to: JRosado@nbvillage.com</b>	<b>Open until filled</b>

**WORK OBJECTIVE:**

Provides highly skilled clerical and administrative support to assist the Village Clerk in the overall management of the department. Oversees daily clerical work, scheduling, recordkeeping, and administrative support assignments. Serves as the Acting Village Clerk in his or her absence.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists with the administration of municipal elections.
- Records, transcribes, and maintains the records of Commission, boards, and committee meetings.
- Prepares and distributes agendas, materials, and Commission minutes.
- Responds to inquiries, requests, and complaints regarding services; resolves or coordinates resolution of issues.
- Prepares required state reports and correspondence.
- Files reports, correspondence, and other documents; maintains filing system in an efficient manner.
- Responds to public records requests in an accurate and timely manner.
- Provides notice of all Village public meetings.
- Processes various applications for Village services.
- Coordinates the collection of financial disclosure documents as required for audits or other requests.
- Prepares, proofreads, processes and distributes reports, documents, letters and specialized correspondence.
- Answers phones and provides information as required; refers calls to appropriate department / staff members.



- Keeps the Village Clerk updated on current activities in the office and within the departments.
- Research, compiles, and analyzes data for special projects and / or various reports as needed.
- Assists with photocopying, assembling materials, and simple clerical work as needed.
- Attend meetings as required.
- Perform other duties as required or as assigned.

#### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by five or more years' progressively responsible executive-level administrative experience; or an equivalent combination of education, certification, training, and/or experience. Must have or be able to obtain Notary Public certification. May be required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in public administration or related field. Certified Municipal Clerk Designation.
- Experience working in a municipal clerk's office, public agency, or government environment.
- Knowledge of Florida Public Records Laws (Chapter 119).
- Familiarity with agenda and meeting management software (Granicus).
- Certified Municipal Clerk.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of administrative and clerical procedures and systems such as managing files and records, transcription, and other office procedures and terminology.
- Advanced knowledge of principles and processes for providing outstanding customer service.
- Knowledge of public records laws in the state of Florida.
- Skill in working independently and following through assignments with minimal direction.
- Advanced ability to operate a computer using Microsoft Office products (Word, Outlook, PowerPoint and Excel) and applicable department / organizational software.
- Ability to handle confidential information with tact and discretion.
- Ability to manage time and workload effectively which includes planning, organizing, and prioritizing with attention to details.
- Ability to use reasoning skills that minimize duplication of efforts, including but not limited to comparing, classifying, analyzing and coordinating.
- Ability to lead and motivate others to achieve goals.



- Ability to communicate effectively verbally and in writing.
- Ability to deal effectively with the public.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to organize work for timely completion.
- Ability to regularly attend work and arrive punctually for designated work schedule.
- Ability to pass the required background check and drug screening.

**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

**\*\*The Village is an Equal Opportunity Employer\*\***

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