



TOWN OF INTERLACHEN EMPLOYMENT JOB DESCRIPTION

DEPARTMENT: Town Office

LOCATION: Town Office located at 311 Atlantic Avenue

JOB TITLE: Deputy Town Clerk

REPORTS TO: Town Clerk

TYPE OF POSITION:

Hours: 40 /week

Full-time Part-time (less than 30 hrs) Contractor Exempt Nonexempt

GENERAL DESCRIPTION

Type and maintain correspondence files. Maintain a variety of public records and accurate files of all Town documents, including but not limited to deeds, titles, contracts, and Occupational Licenses. Prepare preliminary and final Council agendas and minutes. Collect, copy, collate, and distribute materials relating to agenda items. When appropriate notify media. Prepare and publish all legal notices as required by the Town code, charter of State Law. Review invoices for accuracy and assist the Town Clerk in preparing financial records and making bank deposits. Prepare ordinances and resolutions according to protocol. Maintain revenues in daily Journal Books. Process Special Exception, Variance and Re-zoning, etc. applications. Serve as Supervisor of Town Elections, process candidate forms and qualifying candidate, prepare ballots and advertisements for printing. Attend all regular Town Council meetings and such other meetings related to the business of the Town as the Council directs, unless sick, on vacation or has an emergency. Serves on the Town's Emergency Management Team and performs other duties as required. **NOTE: These duties are intended only as illustrations of the various types of tasks in this class, can be changed at any time and do not constitute an employment contract. The omission of specific statements of duties does not exclude the related or logical assignment to this position. All Town employees will be subject to random drug testing.**

KNOWLEDGE, SKILL AND ABILITIES

- Good knowledge of accounts receivable/payables.
- Good knowledge of computers.
- Good knowledge of office and administrative procedures.
- Good organization, time management and administrative skills.
- Good interpersonal, oral, analytical and written communication skills.
- Ability to learn the functions of other Town departments.
- Ability to work with the public in a courteous manner.
- Ability to work in a detail oriented environment.

EDUCATION REQUIREMENTS

- High School Diploma or GED.
- A combination of experience, training and education which provides the required knowledge, skills and abilities.
- Must be able to pass: drug test, physical, hold/maintain valid driver's license, criminal history background check.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Working in general office environment.

REVIEWED BY:

APPROVED BY:

DATE POSTED:

DATE HIRED: