

Department of City Clerk

Job Descriptions

JOB TITLE: City Clerk

GENERAL STATEMENT OF JOB

Under administrative direction, manages and supervises the activities and personnel of the Department of the City Clerk efficiently and effectively within the boundaries established by Florida state statutes, the City Charter, the City's Code of Ordinances and budget guidelines. Performs related work as directed. Reports to the City Commission.

JOB TITLE: Deputy City Clerk

GENERAL STATEMENT OF JOB

Under general direction, performs administrative, supervisory and complex clerical work to support the City Clerk in the efficient and effective management of the Department within the boundaries established by Florida state statutes, the City Charter, the City's Code of Ordinances and budget guidelines. Performs related work as directed. Reports to the City Clerk.

JOB TITLE: Records Management Specialist

GENERAL STATEMENT OF JOB

Under administrative direction, properly stores, maintains, or destroys records for all City Departments and offices, performs research of stored records, and processes City agreements. Performs related work as directed. Reports to the City Clerk.

JOB TITLE: Senior Administrative Assistant

GENERAL STATEMENT OF JOB

Under general supervision, independently provides administrative duties to department/division staff to ensure effective and efficient operations. Performs related work as directed. Reports to his/her immediate Supervisor, which is the Deputy City Clerk and/or the City Clerk.

JOB TITLE: Mail Clerk

GENERAL STATEMENT OF JOB

Under direct supervision, provides a mail and messenger service for U.S. Mail, interdepartmental correspondence and special deliveries of Commission/Board materials. Performs related work as directed. Reports to the City Clerk.