



Village of Indiantown

Career Opportunity

Assistant to the Village Clerk

\$17.00 - \$22.00 per hour

Part-Time (20-25 hours/week), Non-Exempt Position

Deadline Extended To: July 8, 2019 at 4:30 p.m.

Summary

The Village seeks a qualified professional to deliver exceptional public and customer service by serving as the Assistant to the Village Clerk to provide complex secretarial and clerical support to the functioning of the Office of the Village Clerk. The successful candidate will provide diversified, complex and confidential support for the Office operations including such duties as records management; research; assisting with meeting room setup; attending Council/Committee/Special Magistrate Hearings and transcribing minutes in the absence of the Village Clerk; assisting with Village Council requests; mail processing and distribution; assisting with municipal election duties; drafting standard correspondence; assisting with public records requests; assisting in agenda preparation; assisting with website updates; assisting with human resource and procurement functions; and other special projects as directed. Candidates must also be able to establish strong working relations with other governmental agencies and Village partners.

The Assistant to the Village Clerk receives direction and supervision by the Village Clerk, and performs related duties as assigned. The regular hours will be Tuesdays from 8:30 a.m. to 12:30 p.m. and Thursdays and Fridays from 9:00 a.m. to 5:00 p.m. All candidates must be flexible enough to work extended/evening hours as needed for meetings, elections, and/or special events up to two (2) days per month, with advance notice.

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

Application and Deadline

A typed resume and cover letter, not to exceed three (3) pages collectively, must be received by July 8, 2019 at 4:30 p.m. Professional references are optional at the time of application; however, may be requested if the candidate is invited to an in-person interview. If you chose to submit references, please limit them to one (1) page. They will not count against your cover letter/resume three (3) page limit.

An original, signed version of the cover letter, with the candidate's legal signature on it, may be hand-delivered to the Office of the Village Clerk at 16550 SW Warfield Blvd, Indiantown, FL 34956 on Tuesdays between 8:30 a.m. and 12:30 p.m. and Thursdays and Fridays between 9:00 a.m. and 5:00 p.m.

Applicants may also e-mail their submissions to sowens@indiantownfl.gov. If a candidate chooses to do so, the cover letter with an original, legal signature shall include the statement: *"I certify all information contained in the application cover letter and resume are true and accurate."*

All applicants certify the complete accuracy of all information provided, to the best of their knowledge, and are subject to background checks, proof of educational degree(s), certification(s), and may be asked for professional references.

Each successful candidate shall be subject to a probationary period of six (6) months.

Minimum Qualifications

Preferred candidates will have a combination of experience, education, and/or training that would likely produce the knowledge, skills and abilities required to perform the necessary work.

Education: A High School Diploma or GED is required; but, an Associate's Degree or higher in public administration, business or any related field is highly preferred.

Experience: A minimum of three (3) years of complex clerical, secretarial, or legal experience, which includes customer service, interaction with the public and records management is required. Must be proficient in MS Office Suite, including Outlook, Adobe Acrobat and comfortable with learning new technologies. Previous experience transcribing minutes and/or local government experience are highly preferred.

Licensure, Certification, Registration or Special Skills: A valid State of Florida driver's license is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. Must be a Notary Public or be able to become one within six (6) months.

Validation and Background: Applicants certify the complete accuracy of all information provided, are subject to background checks, proof of educational degree(s) and certification(s) and may be asked for professional references.

Required Knowledge, Skills and Abilities

Knowledge of:

- Modern office clerical and secretarial practices and procedures, including the use of standard office software (word processing, desktop publishing, spreadsheets, records and database management, and equipment); style/format of business correspondence; and business math.
- Methods and techniques to deliver quality customer service, even under pressure.
- Proper English usage, grammar, spelling, vocabulary, and punctuation.

Knowledge of or Ability to Learn:

- Municipal government operations and services, and operations, services and responsibilities of the Office of the Village Clerk; coordination with outside agencies as necessary to assume assigned responsibilities.
- Rules and regulations governing the conduct of Village Council meetings including the Florida Sunshine Law, Florida public records law, and principles and practices of public agency record keeping.
- Rules, regulations and law governing the municipal election process.

- Pertinent Village codes, resolutions, ordinances, and policies.

Abilities & Skills:

- Multi-task and provide complex clerical support to the Office of the Village Clerk
- Assists with the assembly, preparation, and distributing of Village Council agendas and supporting documentation.
- Attend Council meetings in the absence of the Village Clerk to record Council actions and transcribe minutes.
- Assist with meeting public notices and public records requirements; and assist with updates to the Village's website.
- Assist with the municipal election process.
- Prepare and maintain office and official Village records and documents in an user-friendly and legally compliant records management system.
- Perform related project research; compile information and data for various reports.
- Provide or support varied office administrative work requiring the use of independent judgment, tact, confidentiality and discretion.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Fulfill office administrative details, such as supply and equipment purchases, bills, and travel arrangements.
- Compose correspondence and reports from brief instructions.
- Organize workload, coordinate projects, set priorities, meet critical time deadlines, be accurate and follow-up on assignments with a minimum amount of direction.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Assist or coordinate special event scheduling and programming, including managing facility or equipment reservation and use.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Performs special projects or other tasks as assigned.

Work Environment (Physical and Mental)

Environment: Work is mostly performed in an indoor temperature-controlled office environment with typical office noise; but occasionally requires travel to other locations. Subject to contact with the public, sometimes voicing objections or complaints. Extension of the workday may be required due to meetings, bi-annual elections and/or events. Weekend work may be required with adequate notice provided.

Emotional/Psychological: Frequent decision making and concentration; public contact; frequent work alone.

Mobility and Lifting: Frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Occasional lifting up to 35 pounds.

Dexterity: Frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching.

Vision: constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; frequent use of depth perception and peripheral vision.

Hearing/Talking: Frequent hearing/talking to others on the telephone and in person; occasional need to hear faint sounds/speakers.

Compensation and Benefits

The starting salary is normally at the minimum end of the salary range; however, it can be adjusted at the Village Manager's discretion depending on qualifications.

The Village participates in the Federal Social Security program.

(Posted on: June 26, 2019)