

CLASSIFICATION SPECIFICATION

VILLAGE OF INDIANTOWN

VILLAGE CLERK

DEFINITION

Assumes responsibility for performing the duties of the Village Clerk; provides highly complex administrative and clerical support to members of the Village Council, and maintains all Village official records; acts as the Village's elections official and filing officer; provides a wide variety of high level office administrative and secretarial support to a department head and related management, professional, and supervisory staff; performs technical support work related to the department to which assigned; creates, implements, and participates in administrative processes, procedures and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Village Manager.

May exercise functional supervision over assigned clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Assumes responsibility for the duties of the Village Clerk; provides highly complex administrative and clerical support to members of the Village Council; prepares, assembles, posts and distributes Village Council agendas and supporting documentation.
- Attends all Council meetings, takes minutes and follows through with all Council actions.
- Executes and certifies all Village documents; maintains all official Village records.
- Posts and updates Village Clerk website with agendas, minutes, public notices and resolutions.
- Researches and gathers documents in response to all audits from various agencies.
- Serves as the Village's elections official and filing officer; conducts all general and special municipal elections; ensures Village compliance with Florida Election Code.
- Receives public records requests and subpoenas; researches documents to respond to all requests; within established guidelines, responds to requests or submits to higher level management for action.
- Performs administrative assistance and support duties for an assigned department; creates, implements, and participates in various processes, procedures and programs;

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provides information and assistance to the public on department operations and services.

- Manages office support functions; may direct the work activities of assigned clerical staff; prioritizes and coordinates work assignments; reviews work for accuracy.
- Attends to a variety of office administrative details, such as ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchases and maintenance, and attending meetings.
- Processes bills and invoices for payment; prepares and transmits a variety of financial expense statements and other fiscal transactions.
- Performs project research and report preparation related to the activities of the department to which assigned; compiles information and data for administrative, statistical and financial reports; checks and tabulates statistical data.
- Prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Coordinates calendars and makes meeting arrangements; arranges for necessary facilities and materials to be available at meetings.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Assists with special event programs; coordinates reservations and use of equipment and facilities.
- Prepares, processes and tracks purchase requisitions for services and materials.
- May provide administrative support in the preparation of department/division budget.
- Receives and responds to questions and comments from the public in a courteous and timely manner.
- May process and handle confidential and sensitive information.
- Performs special projects as assigned.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:

Equivalent to a High School Diploma or GED supplemented by college-level coursework in business or public administration.

Experience:

Three (3) years of increasingly responsible experience in performing complex administrative clerical or secretarial duties. Previous experience as a Village Clerk and ability to speak Spanish are desirable but not required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of the Office of the Village Clerk.
- Municipal government operations and services.
- Rules and regulations governing the conduct of Village Council meetings including the Florida public records law
- Principles and practices of public agency record keeping.
- Rules and regulations governing the municipal election process including the elections code and all pertinent Florida Election Code requirements.
- Pertinent Village codes, resolutions, ordinances, agreements and policies.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Principles and practices of complex record keeping..
- Methods and techniques of providing quality customer service to Village staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Serve in the official capacity of the Village Clerk.
- Compile the agenda and supporting documentation for Village Council meetings.

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- Ensure compliance with the Sunshine Law and any other regulations governing the conduct of official municipal meetings
- Prepare and/or maintain all official Village records and documents.
- Manage and ensure compliance with rules and regulations governing the municipal election process.
- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Learn the operations and services of the department or division to which the position is assigned.
- Understand the organization and operation of the Village and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, compile and summarize information and data.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a Florida driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Requires certification as a Notary Public. Certification as a Municipal Clerk is desirable.

PHYSICAL AND MENTAL REQUIREMENTS

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Mobility – 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. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

FLSA Exempt Position
(Approved 03/05/2019)