

## **JOB NOTICE**

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

### **Deputy City Clerk – City Hall**

Beginning salary is based on qualifications and includes benefits. Governmental Experience and college degree is preferred.

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, POB 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website [cityofportstjoe.com](http://cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce at (850) 229-8261. This position will remain open until filled. The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer and a Drug Free Workplace.

# Deputy City Clerk

## MAJOR FUNCTION

The Deputy City Clerk will assist the City Clerk and / or City Manager with daily tasks as assigned. This is a clerical position.

## ILLUSTRATIVE DUTIES

The Deputy City Clerk will assist the City Clerk with board meetings, recording of minutes; maintaining official minute book; recording of ordinances, resolutions, proclamations, contracts and deeds. The Deputy Clerk will assist with election activity with appropriate authorities, personnel, insurance, cemeteries, grants, and other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES

Through knowledge of ordinances, policies and procedures of the City. Considerable knowledge of legal requirements, rules, and procedures of the City Commission Meetings. Considerable knowledge in human resources, personnel management, insurance programs, and municipal cemeteries. Considerable knowledge of the organization, function and activities of a municipal government and overall governmental accounting and budgeting. Knowledge of office methods, procedures, and equipment. Ability to accurately prepare and record City Commission actions. Ability to maintain effective relationships with the City officials, employees, and the general public.

## DESIRABLE EDUCATION AND EXPERIENCE

Extensive work experience in municipal government preferred.  
B. S. Degree in a closely related field.  
Grant W\writing experience helpful.  
Must be able to prioritize projects.  
Advanced computer skills.