



**VILLAGE CLERK
JOB DESCRIPTION**

JOB TITLE: Village Clerk	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 142	DEPT: 1200 Administration	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for the direction and control of activities of the Village Clerk’s Office. Administers and supervises the maintenance of all official Village records; conducts elections, signs and seals documents (resolutions, ordinances, contracts, agreements, bond materials); records retention; mail distribution; prepares and distributes Council agendas and minutes. Serves as secretary to Council.

SUPERVISION EXERCISED: Supervises the Administrative Assistant I and II (III).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends all Village Council meetings; prepares agendas; records minutes; notifies agencies on actions taken; prepares correspondence; informs Council and public on upcoming meetings and events.
- Knows and understands Florida Public Records Law and FL Statute 119, recordkeeping rules and practices for state and local government agencies. Able to research and compile information for public records requests.
- Assists with public information dissemination, including but not limited to Village bulletin boards, newsletters, newspapers, website, electronic message boards, television/cable channel.
- Maintains custody of Village seal, official Village records, including but not limited to files for ordinances, resolutions, contracts, agreements, bond materials and other documents.
- Has oversight and coordinates the scanning of documents into laserfische system.
- Collects fees and fines; records parking tickets, issues delinquent notices. Assigns Village RV lot spaces to residents, collects fees and sends out notices.
- Assists with preparation of resolutions, ordinances and changes to codes; researches documents upon request; distributes and codifies all ordinances and resolutions.
- Prepares, coordinates and conducts Village elections, including but not limited to candidate filing, selecting and assigning poll workers, printing and advertising ballots, checking polls, collecting results and notifying candidates of results.
- Coordinates and submits legal advertising in connection with ordinances, meetings, elections and other Village matters.
- Establishes and enforces policies and procedures for Clerk’s office; trains and supervises assigned personnel.
- Assists with advisory boards and committees.
- Coordinates activities with other departments; acts as a liaison with other governmental agencies.
- Responds to public inquiries; routes phone calls, mail and requests for information.

OTHER DUTIES:

- Attends meetings and conferences, including Council meetings and other public meetings.
- Responds to emergency calls and assigns personnel as needed.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in business or related field;
- Prefer three (3) years of progressively responsible experience in field as municipal clerk;
- Considerable supervisory experience in office, clerical and/or records management.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of practices and principles of municipal government, modern office and records management.
- Thorough knowledge and ability to apply the laws and requirements related to the clerical function within a Florida municipality.
- Demonstrated municipal professional experience at conducting public meetings and elections.
- Demonstrated skills in the use of modern office equipment including recording devices, word processing and document reproduction.
- Considerable analytical skills; ability to solve problems, exercise sound judgment and initiative; ability to work independently.
- Ability to establish and maintain effective working relationships with other employees, agencies, public officials and the general public.
- Ability to supervise assigned personnel; ability to prepare budget.
- Ability to effectively meet with citizens and handle customer complaints.
- Ability to communicate effectively both orally and in writing; ability to make public presentations.

SPECIAL REQUIREMENTS:

- Certification as Municipal Clerk.
- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands, fingers and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Recording equipment, telephone, computer, calculator, microfilm equipment, laser fiche, copier, fax machine, mail machine, directories, statutes, books, files and other commonly used clerical equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside. The employee is exposed to a climate controlled, air conditioned environment. The noise level in the work environment is moderately noisy during business hours in the office.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference check; criminal and DMV, job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB HISTORY:

Created: 1-31-05

Revised: 7-31-07

Revised: 11-5-08

Revised: 12-31-09

Revised: 11-5-15