



## **TOWN OF OCEAN RIDGE**

**6450 NORTH OCEAN BOULEVARD  
OCEAN RIDGE, FLORIDA 33435**

www.oceanridgeflorida.com  
(561) 732-2635 ♦ FAX (561) 737-8359

### **Town of Ocean Ridge Job Opening Announcement for:**

#### **ASSISTANT TOWN CLERK (Full Time)**

Town of Ocean Ridge (population 1,840) is seeking a motivated and qualified individual to fill the position of ASSISTANT TOWN CLERK. This is a highly responsible administrative position working under supervision and direction of the Town Clerk. A full job description is available in the Town Clerk's office.

Must possess a high school diploma or equivalent. Certified Municipal Clerk designation preferred. Must possess a valid Florida driver's license. The full-time starting salary is \$35,000, commensurate with the successful applicant's qualifications and experience.

**Application Deadline: October 31, 2018**

#### **Qualified Applicants Only Please**

Applicants must submit a completed employment application for the Town of Ocean Ridge, a detailed resume, salary history, and the contact information of three work-related references to:

Town of Ocean Ridge  
Attn.: Tracey Stevens, CMC Town Clerk  
6450 N Ocean Blvd  
Ocean Ridge, Florida 33435  
tstevens@oceanridgeflorida.com

Employment applications may be obtained at Town Hall or on the Town website:  
<http://www.oceanridgeflorida.com>

Equal Opportunity Employer and a Drug Free Workplace