

Town of Briny Breezes Job Description

Job Title: Deputy Town Clerk

General Statement of Job

With limited supervision, the Deputy Clerk performs clerical-administrative work serving as a deputy to the Town Clerk, Town Mayor and Town Council. Work involves maintaining files of records, reports, documents and correspondence pertaining to official actions of the Town; serving as secretary to the Town Council and the town's Planning and Zoning Board. Work includes coordinating meetings and preparing meeting minutes for Council and the Planning board. The deputy serves as elections supervisor, including hiring and providing training for poll workers, coordinating preparation of ballots and equipment and receiving candidates filing for office. Work also includes greeting and assisting the public at Town Hall during the limited number of office hours to be determined by the Town Clerk and Council. The deputy clerk also is responsible for the preparation of routine ledgers, business licenses, legal notices, correspondence, supply purchases and certain bookkeeping activities. The Deputy Clerk reports to the Town Clerk.

Specific Duties and Responsibilities

The Deputy Clerk –

When town hall is open, attends to incoming mail, fax and phone messages, answers telephone calls, receives inquiries, referring callers to the appropriate personnel, and performs other related work as required.

Reviews daily police reports, filing in appropriate binder, receives payment for parking tickets and forwards paid parking tickets to Town of Ocean Ridge Police Department for record-keeping; issues annual parking permits for Briny Breezes Blvd.

Gathers information and prepares agenda packets for Town Council meetings and for the P&Z Board meetings. The deputy notifies Council members and other interested parties of the date and time of meetings; posts the legal notice at town hall, Briny Breezes Inc., and on the Town web site; attends those meetings to take notes and record meetings; and transcribes and files minutes into minutes books.

Serves as custodian of official records and documents pertaining to action of Town Council and the P&Z board, prepares documents, including ordinances and resolutions, with the assistance of the Town Attorney, as adopted by Council, and prepares and maintains an index of resolutions and ordinances books.

Serves as custodian of contracts, agreements and leases in accordance with state laws and statutes.

Establishes and maintains a variety of files pertaining to activities of the Town Council, the Mayor and the P&Z board, filing and retrieving material as necessary.

Purchases necessary office and maintenance supplies, using Town debit card as necessary; prepares bank deposits and payable checks on a bi-weekly basis; works closely with Bookkeeper in keeping records accurate.

Prepares and issues routine building permits, receiving and reviewing applications to determine proper permit and credentials of applicant, and receiving fees and issuing receipts as appropriate.

Performs research and compiles data for special projects or reports, as assigned, ensuring completion by deadlines and in accordance with established policies.

Serves as town elections supervisor, preparing all documents pertaining to the annual elections, ensuring availability of polling equipment, ensures that poll workers are hired and trained to adherence of applicable laws, regulations, policies and procedures. The deputy receives candidates' registration for town office, informs candidates of the laws concerning candidacy, and ensures that candidates and elected officials are apprised of Florida election deadlines.

Assumes duties of Town Clerk in his or her absence, ensuring adherence to established policies, procedures and objectives.

I have read and understand this job description.

Signature

Date