CITY OF BUNNELL

Job Title:	**Deputy City Clerk**	**Job Category:**	Clerical
Department/Group:	Clerk's Office	**Job Code/ Req#:**	
Location:	City of Bunnell, FL	**Travel Required:**	
Level/Salary Range:		**Position Type:**	Full Time/Non Exempt
External posting URL:			
Internal posting URL:	www.bunnellcity.us		

Applications Accepted By:

Fax or E-mail: adevries@bunnellcity.us Fax: 386-437-7503 **Attention:** HR Department	**Mail:** Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110

Job Description

Job Purpose:

This position reports to the City Clerk.

Duties: Employee will provide highly accountable and confidential support to the City Clerk's Office, and will promote the effectiveness and efficiency of daily administrative operations. Candidate will exhibit professionalism in communicating on behalf of the City with internal and external entities. Employee works with considerable independence and initiative, but confers with the City Clerk on unusual administrative issues. Candidate will perform additional work as directed.

Skills/Qualifications: Knowledge of audio/video equipment and modern records management techniques, including legal requirements for recording, retention and disclosure; knowledge of legal terminology applicable to the work. Skill in Business English, e.g. Skill in intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals. Skill in reading, interpreting and composing complex correspondence, summaries and reports in a clear and concise manner. Ability to utilize personal computers, standard office equipment and standard software applications, e.g., Microsoft Office, Power Point, Word, Excel, Outlook and Agenda Software. Ability to plan, organize and coordinate schedules and meetings. Considerable knowledge of pertinent federal, state and local rules, regulations, ordinances and other regulatory standards applicable to the work. Skill in establishing and maintaining effective working relationships and communications with co-workers, internal/external customers, department management and the public. Selected candidate must be willing to alter work schedule to work at several night meetings per week.

Minimum Training and Experience: High School Diploma or GED; supplemented by ten (10) years progressively responsible experience and/or training in administrative/secretarial support functions, to include seven (7) years within a senior/executive secretarial support capacity; or an equivalent combination of education, training, and experience.

Licenses, Certifications or Registrations: Must possess a valid Florida Driver's License. Certified Municipal Clerk (CMC) disirable, or willingness/ability to obtain certification in three years of employment.