

Assistant Deputy Town Clerk

The Town of Shalimar is accepting applications for a part-time Assistant Deputy Town Clerk. Must perform essential job functions for the position. HS Diploma/GED, a valid Florida Driver's License and a background check required. At least one (1) year of clerical and general administrative experience, preferably in municipal government preferred.

Download the Assistant Deputy Town Clerk Job Description, and the Town of Shalimar Job Application by clicking on the links below. Applicants should include a brief resume with the completed application. Applications may be dropped off at Town Hall, #2 Cherokee Rd., Shalimar, FL 32579 or emailed to the Deputy Clerk, Jessica Rehr @ Jessica.Rehr@shalimarflorida.org. Questions can be directed to the Town Administrator or the Deputy Clerk on 850-651-5723.

The application deadline is Tuesday, September 5, 2023, at the close of business. Hourly wage \$15.00 per hour. EOE.

A resume or letter of interest cannot be accepted in place of a Town application but may be attached to an application as additional information. Complete the Town of Shalimar Application by clicking on the job title links below.

[Assistant Deputy Town Clerk Job Description](#), and the [Town of Shalimar Job Application](#)

Job Details

Category

Assistant Deputy Town Clerk

Status

Open

Salary

\$15.00 Hourly

Posted

August 18, 2023

Closing

Tuesday, September 5, 2023, at the close of business.