

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.

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 at 850-651-5723.

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

Assistant Deputy Clerk Qualifications Required:

- Have a high school diploma or equivalent (GED).
- A valid Florida Driver's License.
- At least one (1) year of clerical and general administrative experience, preferably in municipal government preferred.
- Experience working in a computerized office environment with word processing, database, and spreadsheet skills sufficient to prepare correspondence, reports, forms, statistical/technical/scientific materials, etc. with speed and accuracy, including the willingness to learn and use new computer programs/applications.

Assistant Deputy Clerk Duties:

- Assists the Deputy Clerk in the daily operation of the office as well as preparing for Town Meetings; maintaining the department's website page; and tracking town-wide public records. The Assistant Deputy Clerk assumes the role of the Town Clerk in his/her absence.
- Keeps all official records of the Town. Supports the residents of Shalimar as well as the Deputy Clerk, Town Administrator, elected officials and fellow employees through a variety of tasks related to office organization and communication.