

TOWN OF FORT WHITE

TOWN CLERK OF FORT WHITE: FULL TIME POSITION

The Town of Fort White is seeking one (1) full time employee for the following position:

Town Clerk

Salary:

Starting from \$35,000 to \$40,000 per year.

QUALIFICATIONS:

1. Associate's degree from an accredited educational institution or a minimum of 10 years' experience in accounting or bookkeeping.
2. Experience with financial accounting software.
3. Must attain a passing score on a spelling test approved by Career Source Florida Crown in Lake City
4. Type sixty (60) words per minute on a test given by Career Source Florida Crown in Lake City

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of financial management, budgeting procedures, purchasing policies and procedures, governmental accounting, and auditing requirements. Ability to use a personal computer efficiently, in the execution of duties. Ability to set priorities and prepare complete and accurate accounting reports. Ability to prepare technical reports.

REPORTS TO:

Mayor and the Town Council Members

PERFORMANCE RESPONSIBILITIES:

1. Preserves the office of the Town Clerk at Town Hall.
2. Assists residents/ customers of the Town. General office tasks as receptionist, data entry, maintaining files, and other clerical duties.
3. Performs data entry for utility services provided by the Town. Receives applications, establishes accounts, gives receipts for money collected, and processes billing for utility services. Prepare end of month reports and maintains utility files.
4. Receives applications and reviews approvals for planning and zoning, occupational licenses, building permits, cemetery plots, the Community Center, and local parks.
5. Prepares annual budgets and monthly agendas for Town Council members and attends all council meetings and planning and zoning meetings while maintaining minutes.
6. Responds and complies to requests from Town vendors and requesters of records, i.e. Town Attorney, Town Planner, etc.
7. Maintains records and files on contractual agreements with various agencies and adopted ordinances and resolutions.
8. Maintains employee payroll and payroll taxes.

A detailed job description is located at the office of the Town Clerk of Fort White, Florida.

WORK SCHEDULE AND BENEFITS:

✦ Workday Hours: ✦

Daily hours will be eight (8) hours in accordance with the office schedule. If a lunch period is taken, there will be eight and a half (8.5) hours per day. The time schedule recommended is 7:30 am to 4:00 pm Monday through Friday. All other employees work from 7:00 am to 3:30 pm with a half hour lunch period. Overtime requires the approval from the mayor. There are twenty-six (26) paychecks issued per year.

Sick Leave:

There is one (1) day earned for each month worked; twelve (12) days per year. Sick leave is accumulative.

Vacation Leave:

After one (1) year of continuous service, one week (5 days) will be available. Vacation leave is accumulative.

Paid Holidays:

New Year's Day (January 1)

Memorial Day (Monday)

Independence Day (July 4)

Labor Day (September)

Veteran's Day (November)

Thanksgiving Day (November, Thursday and Friday)

Christmas Day (December)

Please note that if the holiday falls on Saturday, the employee will receive the Friday before off. If the holiday falls on Sunday, the employee will receive Monday off.

Health Insurance:

There are currently no health insurance benefits.

Retirement Plan:

Full time employees are eligible to participate in the town's retirement plan. It is a match plan meaning that the town matches the amount paid by the employee up to thirty dollars (\$30) per pay period. This plan is administered through the Florida League of Cities.

PERSONAL REQUIREMENTS:

Proper attire is required of all employees. The town clerk office is considered a business office and all personnel who work in the office should reflect that image. Courteous and respectful behavior to others is required.

HOW TO APPLY:

Please email your detailed resume to mavor@fortwhitefl.com between 10/12/2018 and 10/26/2018. A selection will be made at the Town Hall meeting on November 5, 2018 with an anticipated start date of December 3, 2018.

