



City of Oak Hill, Florida

Deputy City Clerk

Application Deadline: Open until filled.

Job application found here: https://assets-global.website-files.com/63167e09617b3d29c29ef628/63278be6e3580b2cc51326f8_employment_application.pdf

Send completed application and supporting document to:

- Jerome Adams adamsj@oakhillfl.gov
- or mail to City of Oak Hill, 234 S US Highway 1, Oak Hill, FL 32759

Job Overview

The City of Oak Hill, a municipal government entity, is seeking a competent Deputy City Clerk to perform a variety of highly responsible, confidential, skilled, professional, and complex administrative and executive support-related tasks in relieving the City Clerk/City Administrator of administrative detail while using independent judgement. This position will deal with the public, internal staff, and City and other Government officials. The ideal candidate will be a hard-working professional able to undertake a variety of tasks and work diligently under pressure. This person will be comfortable working independently, with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Major Function:

Specializes in handling all Account Payable, Account Receivable, Purchase Orders, Travel Arrangements and Reimbursements, Payroll, and Zoning and Planning issues. Maintain the City records room, works closely with Building Permits and DRA; Create Agendas and produce the Minutes for the Commission, Planning Land Development Regulation Commission, and other boards as may be necessary; Attend all Commission, Planning Land Development Regulation Commission, and other meetings as necessary. The Deputy City Clerk reports directly to the City Administrator/City Clerk. Knowledge of Reconciliations of all City Accounts and maintain records that reflect full accountability of all financial transactions.

Illustrative Duties:

Responsibilities include but are not limited to the following: Maintain all employee records for vacation, sick, and compensation time; Process federal income tax withholding reports on a semi-monthly and quarterly basis, along with all other additional reports necessary for full payroll accountability; Administer/Maintain payroll for city staff; Account Payable and Receivable assistance; Issue Business Tax Receipts and Registration cards; Assist in preparing the necessary documents for yearly audit; Assist in issuing building permits; Knowledge of Planning and Zoning; Provide general office assistance for the City Clerk/City Administrator. Process all gas refunds and Radon Gas Fee and other reports Building official may request; Assist in issuing building permits and provide zoning information; Document the Minutes and inform the City Clerk of all policies adopted by the Planning Land Development Regulation Commission. In the event of the City Clerk's absence, may be designated as Acting City Clerk.

Required Knowledge, Skills, and Abilities:

- Excellent knowledge of QuickBooks
- Considerable knowledge of the principles and practices of Public Administration.
- Knowledge of the Florida Ethics Law, the Open Records Law, and the Public Meetings Law.
- Knowledge of governmental finance, revenue administration, and other accounting practices.
- Knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the City.
- Knowledge of archives and records management laws, systems, and technology.
- A thorough understanding of the City's functions, ordinances, policies, and procedures.
- Knowledge of the City Charter.
- Knowledge of legal requirements related to keeping and preserving of minutes and records.
- Knowledge of official management practices and procedures.
- Strong written and oral communications and relational skills.
- Skilled at Public relations and customer service.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer, printer, calculator, fax, and copier.
- Notary Public for the State of Florida or be able to obtain within six (6) months of hire.
- Ability to plan, direct, and evaluate the activities of employees.
- Ability to evaluate modern record keeping methods and to design and implement improved methods, practices, and procedures.
- Above average computer skills.
- Ability to establish and maintain effective working relations with other employees, City officials and the public.
- Proficiency in Microsoft Office.
- Excellent organizational and time management skills.

Desirable Training and Experience:

Graduate of an accredited college or university, preferably with a major emphasis in Public Administration or field related to general government management and people-oriented responsibilities; Knowledge of Public Records Law and Sunshine Law; Two (2) years' experience working in a government organization.

Job Type: Full Time

Benefits: Health, Vision, Dental, Retirement.

Pay: \$21.35 per hour

Schedule: 40 hours per week – Monday to Friday.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.