

**CITY OF HAINES CITY
JOB DESCRIPTION**

**DEPARTMENT: CITY CLERK
REPORTS TO: CITY CLERK**

ASSISTANT CITY CLERK

GENERAL DESCRIPTION:

Responsible administrative and clerical work assisting the City Clerk in recording and retaining records of the City, recording actions, disseminating information and directives of the City Commission. This position requires independent judgment subject to general review by the City Clerk.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Scan, index and file ordinances, resolutions, and Commission minutes.

Maintain detailed index of and mail/email agreements/contracts between City and various entities or individuals.

Answer telephone, prepare correspondence and respond to citizen inquiries in a timely manner.

Assist with the preparation of proclamations and employee certificates.

Assist with the sale of cemetery spaces and answer questions and maintain records of ownership of spaces in the City's cemeteries.

Prepare and transmit deeds and other documents to the Clerk of Court for recording in the public records of Polk County.

Respond to all title search requests which include information such as open/expired permits, delinquent utilities, special assessments and open code violations and liens.

Prepare election packets for candidates running for City Commission seats.

Assist City Clerk in transmitting copies of ordinances for codification to the Municipal Code Corporation annually.

Update and maintain City Clerk information current on the City's website.

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Maintain the City Directory of all Boards, Committees, and City Commissioners.

Prepare correspondence as required by the City Clerk's office.

Performs duties of City Clerk in his/her absence.

Miscellaneous clerical office duties such as filing, etc.

Perform other duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of ordinances, policies and procedures of the City preferred. Knowledge of legal requirements, rules and procedures. Knowledge of office methods, procedures and equipment. Self-starter; ability to organize and complete tasks and assignments without supervision. Ability to establish and maintain effective relationships with City officials, employees and general public. Proficient computer experience in Microsoft Word, Excel, Outlook, PowerPoint, and Access. High customer service and multi-tasking skills.

TRAINING AND EXPERIENCE:

High school Diploma/GED, preferably supplemented by two (2) years in a position performing administrative assistant/secretarial duties. Demonstrated typing proficiency required.

Municipal experience preferred.

SPECIAL REQUIREMENTS:

Possession of a valid Florida Driver's License.