

TOWN OF HAVERHILL  
DEPUTY TOWN CLERK

The Town of Haverhill is recruiting for the position of Deputy Town Clerk. This is a highly responsible legal and administrative position. The Deputy Town Clerk will be responsible for attending, recording and preparing official minutes of the Town Council (and other committee) meetings as required. The Deputy Town Clerk will provide administrative support for the Town Administrator; coordinate the Town calendar and serve as front desk receptionist. The Deputy Town Clerk will provide support for the Building Department, accept applications, issue building permits and schedule inspections. The Deputy Town Clerk will oversee the Business Tax Receipt program and will accept all zoning and land use applications and research same for compliance. The Deputy Town Clerk will assist with planning and will participate in all Town-sponsored special events. The Deputy Town Clerk will assist with the development and coordination of the Town's newsletter and other special mailings. The Deputy Town Clerk will assist with financial matters and will provide administrative support for Code Enforcement/Special Magistrate hearings. The Deputy Town Clerk will maintain various databases and perform other duties as assigned. This position requires the exercise of sound, mature judgment and a thorough knowledge of Town Ordinances, Building Codes and the organization and activities of municipal government. The Deputy Town Clerk will report to the Town Administrator.

Minimum requirements:

High School diploma (or GED); Associates or Bachelors' Degree in Business Management, Public Administration or related field, Municipal Clerk experience required with 4 years of administrative and/or office related experience; Florida Municipal Clerk certification preferred or the ability to obtain certification within 6 months. A satisfactory combination of education and experience will be considered. Applicant must have excellent verbal and communication skills. Must be familiar with Microsoft Word, Publisher, Outlook and must be proficient in Excel. Must have valid Florida's driving license (or ability to obtain within 6 months) with a clean driving record; must pass background check and drug test in compliance with the Town of Haverhill's Drug Free Workplace policy.

This is a full time position. Salary range \$35,000 - \$38,000 DOQ. Excellent benefits including Florida Retirement System. The Town of Haverhill is an equal opportunity employer and a drug free work place. Resumes must be accompanied by completed Town of Haverhill Employment application ( [www.townofhaverhill-fl.gov](http://www.townofhaverhill-fl.gov) ). No phone calls. Please deliver completed employment package, including salary requirements to Janice C. Rutan, Town Administrator; Town of Haverhill, 4585 Charlotte Street, Haverhill, FL 33417 or [jrutan@townofhaverhill-fl.gov](mailto:jrutan@townofhaverhill-fl.gov). Application deadline: 5:00 p.m. Wednesday, April 6, 2011.