

Posting Date: September 24, 2020



**Putnam County Florida Clerk of Courts
Internal/External Vacancy Notice**

**Clerk to the Board of County Commissioners (BOCC)
Administrative Clerk II**

Division/Department: Tax Deed Department – 1 Regular Full Time position

Major Purpose of Job

Under routine supervision, the Clerk to the BOCC performs numerous duties in fulfilling its charge to provide support to the BOCC and information to the public. This position has very high visibility and is critical to the management of official records for the BOCC.

Major Job Duties:

1. Attend all BOCC meetings and committees of the board, including regular and special sessions, workshops, etc. as directed by the Clerk of Courts in its ex-officio capacity
2. Take minutes of all meetings with technological resources provided
3. Produce, record, index and distribute the official minutes of these meetings
4. Maintain custody of all county resolutions and ordinances
5. Mail new and/or revised County ordinances to the State for official filing purposes
6. Assist the general public, County employees and members of the BOCC with searches of official County records and official actions taken by the BOCC in regular and special sessions
7. Process appeals for Value Adjustment Board

NOTE: Meetings mentioned above may be held outside the normal work hours of the Clerk of Courts office. They may also be scheduled with little notice, and may be held at locations in and around Putnam County. The successful candidate must be able to commit to a flexible work schedule, and any travel necessary to meet the major job duties for this position.

(These Major Job Duties are not a complete statement of all duties required of the job. The person filling this position will be required to perform such other related job duties as may be assigned or required.)

Minimum Qualifications:

Knowledge, Skills and Abilities:

- Outstanding customer service; ability to establish and maintain effective working relationships with coworkers, public agency personnel; and the general public.
- Ability to communicate effectively in oral and written form and understand and follow simple to moderately complex oral and written instructions.
- Working knowledge of, and the ability to communicate and explain, relevant organization, procedures and functions of this position.
- Working knowledge of /current office methods, techniques, practices and procedures.
- Strong computer skills: ability to operate all standard business machines; working knowledge of enterprise software and Microsoft Word/Excel a plus.
- Extensive experience with document imaging systems/solutions.
- Strong organization, communication, and prioritization skills.
- Positive, professional attitude and work ethic.
- Superior knowledge of business English, spelling, grammar and punctuation.

Education and Experience:

- Graduation from an accredited high school; or, possession of an equivalency diploma; and at least three years of significant, progressively responsible administrative support and clerical experience. Prior work with executive boards and/or high level administrative staff a plus.

Personal Work Relationships:

- Department employees; coordinating work and accomplishing job duties.
- Other governmental agencies and the general public; giving and receiving factual information relevant to the position held.

Essential Physical Skills and Work Environment:

- Ability to: communicate using speech, vision and hearing; operate a computer, printer and other standard business machines; access file cabinets for filing and retrieval of data; and sit for extended periods of time.
- Work in a standard office environment or large meeting room.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

All Clerk employees are required to use Direct Deposit for payroll. Pay dates are alternate Fridays. Standard work schedule: Mon thru Friday, 8:30 to 5:00, with a one hour unpaid lunch; a total of 37.5 hours paid per week. **HOWEVER, THIS POSITION HAS FLEXIBLE WORK HOURS.**

NON EXEMPT

PAYGRADE: 10

PAY RANGE: \$15/hr or DOQ

DEADLINE FOR RECEIPT OF APPLICATION: Open until filled

Apply at Clerk's HR Department 107 N 6th Street in Palatka
Call 386-326-7677. Email sherry.mehl@putnam-fl.com .

WE ARE AN EQUAL OPPORTUNITY/VETERAN'S PREFERENCE EMPLOYER AND A DRUG FREE WORKPLACE

The successful candidate must pass a medical screening, drug test and criminal background check.

DISTRIBUTION: Board of County Commissioners/Human Resources, Tax Collector, Property Appraiser, Sheriff's Dept., Supervisor of Elections, SJRCC, www.floridajobs.org (DOQ = Depending on Qualifications)