

Clerk Duties:

1. Shall be custodian of the city seal and shall affix its impression on documents whenever it is required.

2. Shall act as and perform all of the duties of the City Treasurer unless the duties are otherwise assigned by resolution of the Board to the Deputy Clerk. To include:

a. Shall keep accounts showing all monies received and the source and disposition thereof. Shall not pay any bills unless directed to do so by the Board. Shall make a monthly financial report which shall be included in the official Minutes of the City.

b. Shall be in charge of issuing annual notices for occupational licenses.

c. Shall assist the budget planning committee in the preparation of an annual budget for the municipality by furnishing all figures and records.

3. Shall take minutes of all meetings of the municipality, unless the duty is otherwise assigned by resolution of the Board to the Deputy Clerk. To include:

a. Shall transcribe the minutes and make copies for the next scheduled meeting of the municipality. Shall hand deliver or mail a copy of the transcribed minutes to the Mayor, each member of the Board, and the City Attorney at least one week prior to the next scheduled meeting.

4. Shall be custodian of all property, documents and records belonging to the City which are not assigned to the custody of some other officer. To include:

a. Shall keep a record of ordinances, all licenses and permits issued and the payments thereof.

b. Shall keep and maintain a proper index to all documents and records kept.

c. Shall receive or pick up mail of the municipality at least two times per week. Shall advise the Mayor or Chairman of the Board of any important correspondence and shall answer any mail inquiry as directed by the Mayor or Board.

5. Shall perform such other duties and functions as may be required by Statute, Ordinance, Resolution or directive of the Mayor or Board. To Include:

a. Shall not give any official opinion or statement concerning city ordinances or policies except through direction of the Mayor or Board.

b. Shall answer surveys received from the State of Florida and others.

General Requirements:

1. Shall maintain a listed and published telephone number.
2. Shall be proficient on QuickBooks.
3. Shall be familiar with payroll and payroll taxes.

Clerk Qualifications:

1. Shall be elected and serve for a two year term and until a successor is elected and/or qualified as provided by Statute or Ordinance.
2. Shall be bondable and before entering office, shall execute a bond in such amount as specified by statute or by the Board.
3. Shall have continuously resided or will have continuously resided therein for a period of 30 days prior to the date of any election.