

DEPUTY VILLAGE CLERK
North Bay Village

This is a full time position working as an Assistant to the Village Clerk/Records Management Clerk, under the direction of the Village Clerk. Duties involve records management and providing assistance in all areas including but not limited to attendance at Commission Meetings, Advisory Board Meetings, agenda preparation, records retention system, Business Tax Receipts, public records requests. Qualified applicants should be extremely computer proficient/Adobe Acrobat Pro; ideally possess an associate's degree from an accredited college in a related field and preferably three (3) years related experience working in the capacity as a Deputy City Clerk/Assistant City Clerk. Starting salary is \$51,812 with excellent benefits. Applicants considered for the position must undergo and pass a physical examination, background clearance checks and drug test. Submit applications (available for download on Village website) and resume to Ana DeLeon (adeleon@nbvillage.com), Human Resource Clerk, 1666 Kennedy Causeway, #300, North Bay Village, FL 33141 on or before Noon, Friday, August 11, 2017.