



**RECORDING SPECIALIST – OFFICE OF THE TOWN CLERK
FULL-TIME (35 HOURS PER WEEK); NON-EXEMPT
\$36,000 - \$46,000 DEPENDING ON QUALIFICATIONS
OPEN UNTIL FILLED**

POSITION SUMMARY:

Provides general administrative and clerical support to the Town Clerk's office. Takes minutes of Town Council and other public meetings as assigned by the Town Clerk that usually meet in the evening hours. Work is performed under limited supervision with moderate latitude in the use of initiative. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Processes business tax receipts, permits, and lien searches; receives new applications and payments; sends notices to applicants as needed; scans and files new applications and archives old ones
- Receives, stamps, and distributes incoming mail and processes outgoing mail; prepares mail, reports, and agendas for Council Members weekly
- Ensures that the required amount of parking decals are available monthly
- Answers phones and provides information as required; refers calls to appropriate department / staff members
- Types and edits a variety of correspondence, reports, memoranda, and other material ensuring accuracy
- Sets up meeting rooms; makes copies and assembles papers for agenda packets based on specific direction
- Attends Council, board, and committee meetings; transcribes minutes of meetings
- Prepares and sends notices related to Town building projects
- Prepares requisitions for the Town Clerk or Deputy Town Clerk as needed
- Responds to public records requests in an accurate and timely manner
- Runs various reports to ensure compliance with applicable codes and regulations
- Serves as back-up support for the front desk as needed
- Assists with photocopying, assembling materials, and simple clerical work as needed
- Performs other duties as required or as assigned

Supervision:

- None

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by two or more years' clerical/administrative experience. Must have or be able to obtain Florida state business license tax certification. May be required to have and maintain a valid Florida state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

PREFERRED QUALIFICATIONS:

- None

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative and clerical procedures and systems such as managing files and records, transcription, and other office procedures and terminology
- Knowledge of principles and processes for providing outstanding customer service
- Knowledge of public records laws in the state of Florida
- Skill in working independently and following through with assignments with minimal direction
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department / organizational software
- Ability to handle confidential information with tact and discretion
- Ability to manage time and workload effectively which includes planning, organizing, and prioritizing with attention to details
- Ability to communicate effectively verbally and in writing
- Ability to deal effectively with the public
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to organize work for timely completion
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to pass the required background check and drug screening

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

E-VERIFY: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

LEVEL 2 BACKGROUND: Must submit and pass a Level 2 background screening prior to date of hire.