



City of Cocoa —Assistant City Clerk

SALARY: \$23.88 Hourly; \$49,670.40 Annually **LOCATION:** Cocoa, FL

JOB TYPE: Full-time **JOB NUMBER:** 25-028 **DEPARTMENT:** City Clerk's Office

OPENING DATE: 11/13/2024 **CLOSING DATE:** 11/21/2024 12:00 AM Eastern

JOB DESCRIPTION

Under the general supervision of the City Clerk, performs complex, responsible and highly confidential administrative work. The Assistant City Clerk is expected to prepare reports, correspondence, and information and documentation for electronic imaging; attend evening meetings; transcribe minutes of various boards and committees as assigned; answer telephones and route communications; and educate city departments as to records retention and destruction. Employee is also responsible for maintaining a variety of files and records and preparing purchase orders. This position acts as the City Clerk in the absence of the City Clerk.

ESSENTIAL JOB FUNCTIONS

- Answers telephones and greets visitors, providing information based on considerable knowledge of City-wide programs and procedures, and/or refers callers to proper officials, as appropriate; records and relays messages, as appropriate.
- Provides supervision to the Records Technicians and assigns work as needed.
- Assumes all City Clerk duties in the absence of the City Clerk, such as attend meetings, write agenda reports, take and prepare minutes.
- Provides support services to City Boards and Committees as assigned to the Office of the City Clerk.
- Scans and indexes records into electronic imaging system and is responsible for records retention and destruction.
- Coordinate and maintain Council Member's schedule and attendance to related City and public events and sets travel arrangements, as necessary.
- Responsible for the administration of Laserfiche, Granicus, and the City's Clerk's web page.
- Assists in preparing, posting and distributing City Council and City boards' and committees' agendas and minutes.
- Assists in the coordination associated with the codification of the City's ordinances into the Code of Ordinances.
- Assists in maintaining the City's records management program which includes assistance to various City departments; provides guidance for proper identification, maintenance, preservation, transfer, retention, and disposition of all city records.
- Assists in ensuring compliance with Florida Public Records laws city-wide and the coordination of records requests.
- Responsible for balancing petty cash box and regularly provides reports to Finance.
- Maintains listings of City board and committee members and processes new member applications.
- Coordinates special council sponsored events.

- Prepares and ensures accuracy and completeness of liens, release of liens, contracts, easements and other documentation to be sent to Clerk of Court for recording.
- Prepares purchase orders, check requisitions to facilitate payment of accounts, requisitions for office supplies, and maintains open purchase orders to pay various office related invoices.
- Prepares and publishes legal and public notices in coordination with City Departments.
- Assists in budget preparation.
- Maintains a calendar for meetings, deadlines, and events.
- Processes passport applications, including guiding applicants through the process, ensuring all required documents are submitted and filed properly.
- Essential Employees may be required to work during a declared or undeclared emergency.
- Performs other related job duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the policies, procedures, organization, and functions of the general operations of the City and the City Clerk's Office.
- Knowledge of legal requirements related to the keeping and preservation of ordinances, resolutions, legal advertisements, Council minutes, and records; official management practices and procedures.
- Knowledge of City Charter, current ordinances, and State law with respect to municipalities.
- Knowledge of electronic and manual Agenda Management Systems, Municipal codification systems, and records operations, procedures and regulations.
- Proficient in speedily and accurately transcribing detailed meeting minutes.
- Possess advanced typing skills with a high words-per-minute (WPM) rate.
- Knowledge of modern office practices and procedures, and general knowledge of arithmetic, grammar, spelling, and vocabulary.
- Skill in organizing workflow and coordinating activities.
- Skill in use of word processing, spreadsheet, database and presentation software.
- Skill in maintaining high standards of accuracy in exercising duties and responsibilities.
- Skill in immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.
 - Ability to establish and maintain a variety of complex records and files.
 - Ability to research program documents and narrative materials and to compile reports from information gathered.
 - Ability to exercise initiative and independent judgment in applying standards to a variety of work situations.
 - Ability to communicate effectively both orally and in writing.
 - Ability to compose routine correspondence; write press releases and newspaper articles.
 - Ability to establish and maintain effective working relationships.
 - Ability to assume responsibility for completing assigned work and meeting deadlines in accordance with directives, City policy, standards, and prescribed procedures.
 - Ability to exercise tact and courtesy in frequent contact with citizens, employees, elected officials, and representatives of internal and external organizations and agencies.
 - Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE

Associate's degree supplemented with three (3) years of responsible administrative experience or five (5) years of progressively responsible administrative work; or an equivalent combination of education, training and experience. Experience in records management and preparation of meeting minutes required.

Special Qualifications:

Ability to pass a typing exam with a minimum score of forty (40) words per minute (WPM). For positions requiring the operation of City vehicles, must possess a valid current Florida driver's license, or be able to acquire one within 45 days of hire. Achieve Certified Municipal Clerk (CMC) certification within three (3) years of hire. This position requires attendance at City Board meetings during evening hours. Florida Notary Public required or the ability to obtain within three (3) months of hire.

ESSENTIAL PHYSICAL SKILLS

The work is generally sedentary to light and may require exerting up to 10 pounds of force occasionally and 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Dexterity: Primarily with fingers, as in picking, pinching, or typing.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Mental Acuity: Ability to make rational decisions.
- Reaching: Ability to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Ability to communicate clearly, accurately and concisely through speech.
- Visual Acuity: Ability to perform such activities as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Walking: Ability to move on foot to accomplish tasks; may be required to walk both short and long (150 feet) distances and move between work sites.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

Employer: City of Cocoa

Address: 65 Stone Street

Cocoa, Florida, 32922

Phone: 321-433-8440

Website: <http://agency.governmentjobs.com/cocoafl/default.cfm>

Assistant City Clerk Supplemental Questionnaire

*** QUESTION 1**

Do you have an associate's degree supplemented with three (3) years of responsible administrative experience or five (5) years of progressively responsible administrative work; or an equivalent combination of education, training and experience? Yes No

*** QUESTION 2**

REQUIREMENT: Must be able to pass a typing exam with a minimum score of forty (40) wpm. Can you meet this requirement? Yes No

*** QUESTION 3**

Do you possess a valid current State of Florida driver's license or are you able to acquire one within 45 days of hire? Yes No

* Required Questions