

CITY OF BRISTOL
is now accepting applications
for the following full-time position:

ASSISTANT TO THE CITY CLERK

Starting Rate of Pay: \$ 14.00/hour or commensurate with experience

Hours per week: 40

Benefit Package includes vacation, sick, and holiday pay, health insurance, and inclusion in the Florida Retirement System.

Application Period: Application period will remain open until the position is successfully filled.

The detailed Job Description and Employment Application are both located on the City of Bristol's website at cityofbristolflorida.org under Online Resources, Job Opportunity tab. If you do not have access to the internet, you may pick up a copy at Bristol City Hall during regular business hours

Applications may be returned directly to City Hall or may be submitted by email to: rmh.cityofbristol@fairpoint.net with Subject Line: Employment Application. For additional information contact Robin M. Hatcher, City Clerk at (850) 643-2261.

Veterans' preference shall be given to eligible veterans in accordance with existing State Laws.

Background check must be cleared through appropriate law enforcement agency prior to employment. Drug Screening required.

The City of Bristol is an Equal Opportunity Employer/Fair Housing/Handicap Accessible/Drug Free/Smoke Free Workplace.

**CITY OF BRISTOL
POSITION DESCRIPTION**

TITLE: Assistant to the City Clerk

GENERAL DESCRIPTION OF DUTIES

Performs general administrative and clerical office tasks. This position assists and serves as back up for the City Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. 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.

- Data entry for meter readings
- Preparing and processing utility (water) bills
- Customer service for both in person on telephone customers
- Prepares correspondence as needed
- Issues building permits
- Receives cash or deposits, verifies amounts and records receipts
- Records minutes of Council meetings in the absence of the Clerk
- Performs related duties as directed

MINIMUM QUALIFICATIONS:

High School diploma or GED and at least two years of responsible clerical experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient with word processing and financial/accounting software
- Ability to clearly communicate information both verbally and in writing.
- Ability to establish and maintain a professional effective working relationship with associates and to interact with all levels of employees, City officials and the public.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to read, update and maintain various records and files.
- Ability to perform basic mathematical functions

PHYSICAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB:

- Use of hands to finger, handle, or feel
- Good vision and hearing
- Ability to periodically walk, stand, and sit for prolonged periods