

The Town of Wausau is seeking to fill the position of Town Clerk, the position is 28 hours per week with a starting salary of 15.01 per hour. Please see the attached job description for further information. Applications can be obtained at the Town Hall located at 1607 Second Avenue Chipley, Fl or by calling 850-638-1781. The Town of Wausau is an equal opportunity handicapped accessible jurisdiction. DEADLINE FOR APPLICATIONS IS JULY 10, 2023

**Job Description
For
Town Clerk
Town of Wausau, Florida**

Job Requirements:

Must be familiar with the principles of bookkeeping, clerical training, business education, office management, use of business machines, personnel and financial administration, public relations and knowledge of computers and software.

General Duties:

Under both state law and local ordinances, the clerk is entrusted with numerous and diverse duties. In addition to the required duties performed, the clerk has many other responsibilities. The clerk is charged with the following statutory duties: secretary to the council; secretary to the municipal corporation; election official with judicial authority; and administrative official on the municipal level. Some of the Town Clerk's administrative duties include the following:

1. Provides Notary Services
2. Co-sign payroll and vendor checks (Two Signatures required Mayor and Clerk.)
3. Furnish information to the media regarding meetings, etc.
4. Manages complaints, correspondence, and inquiries.
5. Conducts business with other cities, county, state, and federal agencies as directed by the governing body.
6. Certify vacancies on the council; conducts city elections.
7. Records official minutes of the council
8. Manages municipal correspondence, both incoming and outgoing as directed, or as requested by the Town Council
9. Prepares meeting agendas.
10. Processes, records, files, and advertises ordinances, resolutions, and other public notices.
11. Processes, records, files, and advertises for bids for projects, supplies, grants.

12. Liaison to State, Local, Engineers, and Contractors for all grants and participates in meetings required by the state on all grants.
13. Issues Purchase Orders and assures that the Purchasing Policy guidelines are conformed to.
14. Advertises, records and files the municipal budget.
15. Performs liaison work between the public and Council as may be directed.
16. Administers and records oaths of office.
17. Maintains custody of all official records and processes request for public information documents
18. Prepares monthly financial reports for the Council.
19. Reviews bills, attaches purchase orders and places in line for payment.
20. Maintains personnel records, calculates time cards, payroll, reports as required by state or federal agencies.
21. Keeps a record of employee sick, vacation, and compensatory time.
22. Supervises and evaluates employees.
23. Supervises deposits on all revenue received into the Town.
24. Posts all income and expenses to the General Ledger and runs monthly reports as necessary for annual audit purposes.
25. Sets up council meeting room.
26. Works to find grants and does grants reports and needed.
27. Internal training of other employees.
28. Clean the building if necessary.
29. Other duties as assigned by Town Council