

## JOB OPENING

The City of Freeport is taking applications for the position of City Clerk. This is a full time position with a starting salary of \$35,000 annual salary with benefits after a 90 day probation period. The position will be under the direction of the Mayor and the City Council.

Job duties include: Carry out policies as set by the City Council. Perform demanding clerical and technical work relating to maintenance and preparation of fiscal records. Responsible for accounts payable, accounts receivable, revenue and expenditure statements. Coordinate and communicate with Fiscal Services Clerk, Lead Billing Clerk, Lead Water Operator and Lead Wastewater Operator. Must possess or be able to obtain Certified Municipal Clerk designation. Supervisor and Human Resource experience required.

The City of Freeport is an Equal Opportunity Employer Affirmative Action Program. The City is a Drug Free Workplace and the final applicant will be required to submit to a drug test. The City of Freeport City Council will make the final hiring decision.

Applications may be picked up at Freeport City Hall, 112 Highway 20 West, Freeport, from 8:00am – 5:00pm, Monday – Friday or on the City Website: [www.freeportflorida.gov](http://www.freeportflorida.gov). Applications will be accepted until Monday, October 13, 2014 and should be turned in to the Office of the Mayor.