

The City of Oak Hill is currently seeking a **Deputy City Clerk**. The job description is below. Hiring range is \$20-\$22 per hour, depending on qualifications. Benefits include employee health insurance, paid leave, and the Florida Retirement System. Applications will be accepted through September 11, 2026. Please send your resume to: ShiraJ@oakhillfl.gov.

Deputy City Clerk

Position Summary

The Deputy City Clerk provides professional administrative support to the City Manager and maintains official municipal records. This position drafts ordinances and resolutions, handles legally required advertisements, takes minutes of board meetings, assists in creating meeting materials, and oversees records retention. This position also serves as the designated backup for accounting functions and manages external communications including the website, social media and newsletters.

Essential Duties and Responsibilities

- Assists the city manager in preparing agendas
- Responsible for the minutes of all city boards
- Creates, maintains and organizes official city records, including ordinances and resolutions; contracts; minutes and other documents
- Manages public records requests in accordance with Florida Public Records Law
- Ensures the timely posting of legal notices and official announcements.
- Assists with election-related duties.
- Serves as a Notary Public.
- Serves as a back up for accounting functions.
- Performs other duties as assigned to support the efficient operation of city administration.

Minimum Qualifications

- High school diploma or equivalent; an Associate's or Bachelor's degree in Public Administration, Business Administration, or a related field is preferred.
- Minimum of two (2) years of administrative experience, preferably in a municipal setting.
- Strong proficiency in Microsoft Office (Word, Excel, Outlook) and Quickbooks
- Must possess or obtain a Notary Public certification within two (2) months of hire.
- Excellent organizational, communication, and customer service skills.

Preferred Qualifications

- Experience working in a City Clerk's Office or local government setting.
- Certification or training in municipal clerkship
- Familiarity with agenda and records management systems.
- Knowledge of Florida's public records laws and municipal codes

Work Environment

- Work is performed primarily in an office environment with occasional off-site duties.
- Evening work is required for Board meeting attendance.