



# Town of Melbourne Beach

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## Town of Melbourne Beach Employment Opportunities:

### POSITION: **Town Clerk**

**Melbourne Beach** (population 3,200) is seeking a highly motivated, qualified individual to fill the position of **Town Clerk**. Major duties include preparation of agendas and minutes of the Commission and Board of Adjustment meetings, including attendance at evening meetings; elections officer for town; legal advertising; business tax receipts; editor of the town newsletter and website; records custodian of municipal records; maintenance of Town ordinances and all related duties as assigned by the Commission.

**Description and Requirements:** Highly responsible government clerical work preparing and coordinating records on official activities of the Town Commission, Town Advisory Boards and other meetings. The position works in close coordination and cooperation with the Town Manager form of administration. Experience to include: Minutes taking and transcribing, government meetings protocol and other administrative duties as directed by the Town Commission, compliant to state statutes. A complete job description is available from the Town during the qualifying and selection process.

A qualified individual should have two or more years of related work experience in municipal government. The qualified applicant should possess proficiency in Microsoft Word (Office Suites), Associates Degree or higher from an accredited college, and knowledge of Florida Statutes. A Certified Municipal Clerk (CMC) designation desired. Successful candidate must be a Notary Public within 30 days of hire. The full-time salary range is from \$55,000 - \$70,000 annually, depending on qualifications, plus benefits. Equivalencies may be considered for job experiences.

**This position is open until filled, Qualified Applicants Only Please.**

Applicants must submit a completed employment application for the Town of Melbourne Beach, a detailed resume, salary history, and the names and contact information of three work-related references to:

Town of Melbourne Beach  
ATTN: Jennifer Kerr, Finance/HR Manager  
507 Ocean Avenue  
Melbourne Beach, Florida 32951  
[finance@melbournebeachfl.org](mailto:finance@melbournebeachfl.org)

Employment applications may be obtained at: [www.melbournebeachfl.org](http://www.melbournebeachfl.org)  
or in person at: 507 Ocean Avenue, Melbourne Beach, Florida.

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507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523  
(321) 724-5860 ♦ FAX: (321) 984-8994 ♦ [www.melbournebeachfl.org](http://www.melbournebeachfl.org)