



**TOWN CLERK
DUNDEE, FLORIDA**

Resumes are invited from interested candidates for the position of Town Clerk for the Town of Dundee.

A Bachelor's Degree from an accredited institution in public or business administration, or a related field, plus five (5) years experience in administrative office management, and three (3) years in a supervisory role, or an equivalent combination, is required. Experience in local municipal government administration, records management, and municipal election processes is strongly desired. Recognition as a Certified Municipal Clerk and knowledge of Florida's public records requirements will be an advantage. The ideal candidate must be a detailed and collaborative team player with a record of providing excellent customer service. Candidates should be receptive to utilizing new technologies in order to effectively serve both internal customers and the public. The selected candidate will possess outstanding communication skills - both written and verbal, and possess a valid Driver's License in the State of Florida at the time of appointment.

Salary range is \$40,000-\$45,000 DOQ.

Resumes should be sent to dware@townofdundee.com. The position will be open until filled. EOE. DFW. Vet.Pref.