

City of Webster
 85 East Central Ave
 Webster, FL 33597
 (352) 793-2073



The City of Webster is currently seeking an individual to fill the position of City Clerk. This is a highly responsible administrative and clerical support position responsible for managing utility billing, accounts payable, payroll, and general ledger reconciliations to include bank reconciliations. Preparing, processing and retaining official City minutes, agendas, records, contracts/agreements, documents, public records and files as required by Florida laws, regulations, administrative rules and City Charter, codes, ordinances, policies and practices. Responsible for assisting the various appointed City boards and committees and recording actions of the same. Position is directed through and supervised by City Manager. For a copy of the full position description and/or an application please contact: Webster City Hall at 352-793-2073.

Position will remain open until filled.

FLSA STATUS, SALARY/WAGES, BENEFITS

<input type="checkbox"/>	Exempt Employee	Salary: \$	Annually *
<input checked="" type="checkbox"/>	Non-Exempt Employee	Wages: \$ 13.50	Hourly *
<input type="checkbox"/>	N/A This is a non-compensated position.		

** The monetary amount listed above is the base entry-level salary or wage that can be expected for this position, but does not preclude the possibility of a negotiated amount that may be different.*

Retirement

The City of Webster and the employee will jointly contribute to the employee’s retirement in the Florida State Retirement System.

Sick Leave and Vacation Leave

Sick leave and vacation leave are accrued and used in accordance with the City of Webster Personnel Policy Manual that was approved and adopted by Resolution No. 2014-10R.

Insurance

Health insurance is provided by the City of Webster.

“The City of Webster, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Webster, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.”