

Town Clerk: The Town of South Palm Beach is seeking a Town Clerk to perform clerical-administrative work, pertaining to official actions of the Town; serving as Clerk to the Town Council, and all Town Boards and Committees including coordinating meetings; serving as Clerk of Elections, including hiring and coordinating the training of poll workers, coordinating preparation of ballots and equipment, and receiving candidates filing for office; and greeting and assisting the public at Town Hall. Serves the Town as the Public Records Custodian. Reports to the Town Manager

The successful candidate will have a high school diploma supplemented by college-level course work in Business Administration and/or Accounting, and 3 to 5 years of progressively responsible experience in administrative work, including office management responsibilities, preferably in a governmental setting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. CMC or MMC designation preferred.

Application packets may be submitted by email to Ms. Mo Thornton, Town Manager, at: [mthornton@southpalmbeach.com](mailto:mthornton@southpalmbeach.com) or by hand delivery or mail to Town of South Palm Beach 3577 South Ocean Blvd, South Palm Beach, FL 33480 as follows: resume with a cover letter, along with copies of any and all applicable credentials.

**IMPORTANT NOTE: IN ACCORDANCE WITH FLORIDA PUBLIC RECORDS LAW, APPLICATION MATERIALS RECEIVED BY THE TOWN ARE CONSIDERED PUBLIC RECORDS AND ARE SUBJECT TO DISCLOSURE.**