

Records & Administrative Coordinator, Town of Southwest Ranches, FL

Specialized administrative professional work in the management and preservation of Town records. Work primarily involves receipt, storage, retention, retrieval and disposition of permanent, temporary and vital records. Work requires the use of initiative and judgment in cooperating with various offices, divisions and departments to provide a timely flow of records management and retention needs as well as report compilation/distribution and monitoring. H.S. graduate or GED. AA strongly preferred. Experience with records storage methods or records management clerical work; or any equivalent combination of exp desired. Municipal government experience is preferred. Valid FL D/L, \$40,000 annual starting salary + excellent benefits including insurance & retirement account. Open until filled; initial review 10/01/2021. Submit cover letter, resume, and completed job application to customerservice@southwestranches.org. Also, visit www.southwestranches.org for blank employment application and detailed Job Description.