

The City of Vernon, Florida
Seeks applications for qualified candidates to fill a full-time
position as Deputy Clerk.

Applicants must have a High School Diploma or Equivalent, be familiar with bookkeeping, data entry, computers, software, office machines, balancing checks/cash receivables, and have the ability to multitask.

The Deputy Clerk position is a fast-paced position, with a wide range of responsibilities and duties, to include utility billing, and preparing bank deposits accurately, all of which will require a highly motivated individual.

An application can be viewed and downloaded from the City's website vernonflorida.net, and are available at Vernon City Hall. Applications should be submitted to Vernon City Hall, 2808 Yellow Jacket Drive Vernon, Florida 32462

The City of Vernon offers State Retirement, Insurance, and Paid Holidays. Pay rate to be determined by factors such as experience.

For more information, please call 850-535-2444 or email info@vernonfl.com or michelle@blankenshipjordanpa.com