



Title: Municipal Clerk

Reports To: Animal Control Supervisor / Code Enforcement Manager

FLSA Status: Non-Exempt

Schedule: Part-Time, Monday–Thursday (with occasional weekends/holidays as needed)

Salary Range: \$15.00 – Pay based on experience

Position Summary

The Municipal Clerk provides essential support to the Animal Control Department by ensuring the proper care of animals housed in the facility and assisting with administrative and clerical functions. This position requires a balance of hands-on animal care and office responsibilities, contributing to the overall efficiency and effectiveness of the department.

Essential Duties and Responsibilities

Animal Care

Administrative Support

Departmental Assistance

Assist Code Enforcement staff with filing and permitting applications.

Provide general support to Animal Control Officers and other team members as required.

Qualifications

High school diploma or equivalent required.

Prior experience in animal care or shelter operations preferred.

Strong organizational and record-keeping skills.

Proficiency with basic computer applications (Microsoft Office, spreadsheets, data entry).

Effective communication skills, both verbal and written.

Compassion for animals and commitment to their welfare.

Working Conditions

Regular exposure to animals of varying sizes and temperaments.

Physical activity includes cleaning, lifting, and handling animals.

Office environment for administrative tasks

May require occasional evening, weekend, or holiday work.

Equal Employment Opportunity



Veterans encouraged to apply

All employees will be required to voluntarily submit to drug testing upon employment and on random occasions.

Applications may be picked up at Inglis Town Hall 135 Hwy 40 W Inglis, FL 34449, Monday-Thursday 7am-12pm & 12:30pm-5pm. Applications must be in by 12:00pm October 26th, 2026.