



**TOWN OF MEDLEY, FLORIDA  
NOTICE OF JOB AVAILABILITY**

The Town of Medley, an equal opportunity employer, has a permanent full-time position available as follows:

**Building Clerk II  
Wage Range: \$17.00– \$25.00 per hour.**

Copies of the job description and applications are available at the Human Resources office during the hours of 9:00 A.M. to 4:00 P.M., Monday through Thursday (exclusive of Medley legal holidays).

**This job opening will be available for applicants to obtain an application beginning Monday, October 7, 2019 through Monday, October 14, 2019, until 12:00pm (noon). Applications MUST BE turned in to the HR office by the close of business on Monday, October 14<sup>th</sup>, 2019.**

Applicants will be required to comply with Town of Medley Policies, specifically including its Drug Free Workplace Policy, which requires all applicants to successfully pass a pre-employment physical examination and drug screening.

The successful applicant is required to appear before the Medley Town Council on Monday, November 4, 2019.

This Notice of Notice of Job Availability is dated at Medley, Florida this 3th day of October, 2019.

Olga G. Quin- MSHRM, Human Resources Director