



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

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

**Building and Zoning Licensing Clerk I
Wage Range: \$11.32– \$19.00 per hour.**

Copies of the job description and applications are available at the office of the Medley Town Clerk 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 August 5, 2019 through and including 1:00 P.M. on, Monday, August 12, 2019. Applications **MUST BE** turned in to the Clerk's office no later than 1:00 P.M. on Tuesday, August 13, 2019. Qualified applicants shall be contacted for a personal interview with the Building Department. The starting date for this full-time employment position shall be Monday, September 9, 2019. Qualifications of applicants being substantially similar, first consideration will be given to current employees of the Town.

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 Tuesday, September 3, 2019.

This Notice of Notice of Job Availability is dated at Medley, Florida this 5th day of August, 2019.

Victoria Martinez, RFP, CMC
Town Clerk