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4/26

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**Employment Opportunities**

**Job Description**

**Job Classification:** as well as data collection and entry into database system. Responsible for the maintenance of licensee and insurance records for active and inactive construction contractors operation in the Jefferson County jurisdiction.

**Description:** Building

**Pay Range:** \$15-\$20, based on experience

**General Description:** Responsible for reviewing permit applications, issuing permits and collecting fees

Full job description can found on the Jefferson County webpage under Employment, [jeffersoncountyfl.gov](http://jeffersoncountyfl.gov).

4/17.4/19.4/24.4/26.5/1.5/3.5/8.5/10

**Employment Opportunities**

**City of Monticello**

**Job Title:** Deputy Clerk/Administrative Assistant  
**Department:** General Administrative  
**Reports To:** City Clerk/Treasurer  
**Salary Range:** \$18.75 to 22.00 /hr.

**Essential Duties and Responsibilities – Deputy Clerk/Administrative Assistant (Updated 9/15/2023):**  
The following list is not to be construed as exclusive or all-inclusive. Management may delegate other responsibilities. Keeps all books, records and general ledgers as required under governmental accounting standards. Responsible for maintaining the accounting modules, including reconciling bank statements, managing journal entries, balance sheets, and trial balances.  
Processes all aspects of accounts payable, including invoices, bond payments, and lease payments.  
Processes interfund transfers, including solid waste receipts and police retirement.  
Assists in preparation of police and fire pension board reports and general employee retirement contribution accounting and reporting.  
Manages the City’s Employee Assistance Program, including scheduling appointments for drug screenings.  
Works in concert with the City Clerk/Treasurer in posting receipts and coordinating disbursements and appropriate reports.  
Coordinates utility billing monthly task schedules, approves customer account adjustments, and manages utility department deposits, as necessary.  
Troubleshoots utility account meter reading issues in conjunction with the Utility Clerk and City Clerk/Treasurer.  
Prepares and processes bi-monthly payroll for all City Departments, including submission of required state and federal monthly and annual tax and benefit reporting.  
Management and coordination of new hire enrollment, including benefits enrollment and premium payments.  
In coordination with Clerk Clerk/Treasurer, completes unemployment compensation, workers’ compensation and other state and federal employment reports and documents.  
Attends meetings of City Council, Local Planning Agency, Historic Design Review Board and other meetings and hearings in the absence of the City Clerk.  
Assists in preparation and dissemination of legal advertisements, public notices, meeting minutes, ordinances, correspondence in the absence of the City Clerk.

**Supervisory Responsibilities:** None.

**Desired Minimum Qualifications Required to Perform Job Functions:**  
\*A valid Florida driver license.  
\*High School Diploma  
\*Knowledge of governmental accounting principles and practices, accounts payable and payroll functions, working knowledge and experience in the use of QuickBooks software.  
\*Knowledge of computer hardware and software, specifically Microsoft Word, Excel and Outlook.

Two or more years of experience performing computer-automated accounting, payroll processing, budgeting, and other financially-related analytical tasks. A working knowledge of GAAP and GASB standards is beneficial. An equivalent combination of education, training, and experience which provides the requisite knowledge, skills and ability for this job will be considered. Please submit an application or resume via e-mail to [cityclerk@mymonticello.net](mailto:cityclerk@mymonticello.net) or bring them to City Hall between 8:00 AM to 5:00 PM Monday through Friday, before noon April 26, 2024.

4/12,4/17,4/19,4/24,4/26

**Invitation To Bid**

**LEGAL ADVERTISEMENT**

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**

**INVITATION TO BID 2024-08 FOR:**

**Ashville Highway Widening from St. Margaret Church Road to Bassett Dairy Road**

**Advertisement Begin Date: April 26, 2024  
Bids Due Date/Time: May 29, 2024 @ 3:00 p.m. EST**

The Jefferson County Board of County Commissioners (“County”) is seeking bids from qualified Contractors to widen and resurface Ashville Highway from St. Margaret Church Rd to Bassett Dairy Rd.

This project consists of widening and resurfacing 2.4 miles of CR 146/ Ashville Highway Widening from St. Margaret Church Rd to Bassett Dairy Rd. The travel lanes will be expanded from 10’ to 11’ lanes, the addition of paved shoulders and the existing roadway will be resurfaced. Improvements to the signage and striping will be made as well.

Sealed proposals for the above-described construction project will be received at the **Jefferson County Manager’s Office, Attn: Gustavo Rojas, 445 W. Palmer Mill Rd., Monticello, Florida 32344, until May 29, 2024 @ 3:00 p.m. Eastern Standard Time (EST)**, at which time the bids will be opened and read aloud. Bids received after said time will be returned unopened.

If you are interested in submitting a proposal, you **must** obtain the complete solicitation package, which contains additional information regarding this solicitation and instructions related to submitting a bid, from the Jefferson County website at [www.jeffersoncountyfl.gov](http://www.jeffersoncountyfl.gov) or by contacting the County Manager’s Office at:

Gustavo Rojas  
[grojas@jeffersoncountyfl.gov](mailto:grojas@jeffersoncountyfl.gov)  
(850) 342-0223

All inquiries and requests for clarification concerning the solicitation shall be submitted in writing and in accordance with the solicitation. Verbal clarifications will not be provided.

The County reserves the right to waive informalities in any bid; reject any or all proposals, in whole or in part; re-bid a project, in whole or in part; and to accept a proposal that in its judgment is the lowest and best bid of a responsible bidder. The County does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status and disability/ handicapped status in employment or provision of service.

**ADA – Special Accommodations:** Any person requiring accommodations by the County due to a disability should call the County Manager’s Office at (850) 342-0223 at least five (5) days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact the County Manager’s Office via the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

4/26

**Notice Of Auction**

Per State Statute- Registers Mini Storage is hereby giving public notice due to delinquent payments-we will be auctioning off units in building B on April 27th at 10 am. 4/10,4/12,4/17,4/19,4/24,4/26

**Request for Qualifications**

**ADVERTISEMENT REQUEST FOR ENGINEERING QUALIFICATIONS**

**Jefferson Communities Water System, Inc  
PO Box 82  
Lloyd, FL 32337  
Phone: 850-997-0314**

Jefferson Communities Water System will receive sealed Qualifications for: **engineering consulting services for a watermain extension of approximately 25,173 linear feet of 8-inch line which will cross I-10 and a railroad, 1,660 linear feet of 6-inch line, approximately 23 fire hydrants, and four remote meters throughout the system. The work will include FDEP State Revolving Fund Request for Inclusion (RFI), Facility Plan, Business Plan, survey, engineering design, drawings, construction documents and specifications, permitting, bid evaluation, services during construction, and final certification.**

**Scope:** Includes, but is not limited to the above listed services, including compliance with all applicable Jefferson Communities Water System, state and federal laws, statutes, administrative rules, contract provisions, acts and procedural requirements, and in accordance with the Consultants Competitive Negotiation Act (CCNA) Title 19, Section 287.055, Florida Statutes.

Sealed Qualifications will be received by **Jefferson Communities Water System**, at the Member Services Office located at **8710 Old Lloyd Road, Monticello, FL 32344, until 2:00 PM on Thursday, May 23, 2024.** Mailed Qualifications should be addressed to **PO Box 82, Lloyd, FL 32337.** Envelopes must be clearly marked with the RFQ number and the date of opening. Address all envelopes to **ATTN: Audrey Lunskis, Manager.** Qualifications received after the designated time and/or date will not be considered.

Qualifications will be publicly opened and read aloud on **Thursday, May 23, 2024, at 6:00 PM** at the Jefferson Communities Water System’s Watermill office, located at **395 Watermill Rd, Monticello, FL 32344.**

All proposals must be submitted using the REQUEST FOR QUALIFICATIONS (RFQ) FORM. Copies of the RFQ FORM may be requested by email from the Jefferson Communities Water System Manager, **Audrey Lunskis, at [audrey.lunskis@jefferson-water.com](mailto:audrey.lunskis@jefferson-water.com)**, insert “**Engineering for Water System Improvements RFQ Form**” in the subject line.

Jefferson Communities Water System reserves the right to: waive any technicalities; reject any and all Qualifications which are incomplete, conditional, non-responsive, or which contain additions not allowed for; reject any or all Qualifications in whole or in part with or without cause; and accept the Qualification which best serves the utility.

4/24-5/22

**Invitation To Bid**

**LEGAL ADVERTISEMENT**

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**

**INVITATION TO BID 2024-09 FOR:**

**Government Farm Road Resurfacing from CR 257 to North of Parker Pond Rd**

**Advertisement Begin Date: April 26, 2024  
Bids Due Date/Time: May 29, 2024 @ 3:00 p.m. EST**

The Jefferson County Board of County Commissioners (“County”) is seeking bids from qualified Contractors to resurface Government Farm Road from CR 257 to North of Parker Pond Rd.

This project consists of resurfacing 1.63 miles of Government Farm Road from CR 257 to North of Parker Pond Rd. Constructing endwalls will also take place. Upgrades to the signing and striping will also be conducted.

Sealed proposals for the above-described construction project will be received at the **Jefferson County Manager’s Office, Attn: Gustavo Rojas, 445 W. Palmer Mill Rd., Monticello, Florida 32344, until May 29, 2024 @ 3:00 p.m. Eastern Standard Time (EST)**, at which time the bids will be opened and read aloud. Bids received after said time will be returned unopened.

If you are interested in submitting a proposal, you **must** obtain the complete solicitation package, which contains additional information regarding this solicitation and instructions related to submitting a bid, from the Jefferson County website at [www.jeffersoncountyfl.gov](http://www.jeffersoncountyfl.gov) or by contacting the County Manager’s Office at:

Gustavo Rojas  
[grojas@jeffersoncountyfl.gov](mailto:grojas@jeffersoncountyfl.gov)  
(850) 342-0223

All inquiries and requests for clarification concerning the solicitation shall be submitted in writing and in accordance with the solicitation. Verbal clarifications will not be provided.

The County reserves the right to waive informalities in any bid; reject any or all proposals, in whole or in part; re-bid a project, in whole or in part; and to accept a proposal that in its judgment is the lowest and best bid of a responsible bidder. The County does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status and disability/handicapped status in employment or provision of service.

**ADA – Special Accommodations:** Any person requiring accommodations by the County due to a disability should call the County Manager’s Office at (850) 342-0223 at least five (5) days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact the County Manager’s Office via the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

04/26

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To place your ad statewide - Call (850) 997-3568**

**1. Home Improvement/Service  
Don't Pay For Covered Home Repairs Again!** Our home warranty covers ALL MAJOR SYSTEMS AND APPLIANCES. We stand by our service and if we can't fix it, we'll replace it! Pick the plan that fits your budget!  
**Call: 1-888-521-2793**

**2. Home Improvement/Service  
WATER DAMAGE CLEANUP:** A small amount of water can lead to major damage to your home. Our trusted professionals dry out the wet area and do repairs to protect your family and your home's value! If you have water in your home that needs to be dried, **Call 24/7: 1-866-782-4060** Have zip code of service location ready when you call!

**3. Home Improvement/Service  
PROTECT YOUR HOME** from pests safely and affordably. Roaches, Bed Bugs, Rodent, Termite, Spiders and other pests. Locally owned and affordable. Call for a quote or inspection today **1-877-644-9799** Have zip code of property ready when calling!

**4. DONATE YOUR VEHICLE** to fund the **SEARCH FOR MISSING CHILDREN.** FAST FREE

**PICKUP.** 24 hour response. Running or not. Maximum Tax Deduction and No Emission Test Required!  
**Call 24/7: 888-815-4341**

**5. Home Improvement/Service  
AGING ROOF? NEW HOMEOWNER? STORM DAMAGE?** You need a local expert provider that proudly stands behind their work. Fast, free estimate. **Financing available.**  
**Call 1-888-967-1158** Have zip code of property ready when calling!

**6. Medical  
ATTENTION OXYGEN THERAPY USERS!** Discover Oxygen Therapy That Moves with You with Inogen Portable Oxygen Concentrators. **FREE** information kit.  
**Call 866-472-8591.**

**7. Home Improvement/Service  
NEED NEW WINDOWS?** Drafty rooms? Chipped or damaged frames? Need outside noise reduction? New, energy efficient windows may be the answer!  
**Call for a consultation & FREE quote today. 1-888-993-3693.** You will be asked for the zip code of the property when connecting.

**8. Medical  
YOU MAY QUALIFY** for disability benefits if you have are between 52-63 years old and under a doctor’s care for a health condition that prevents you from working for a year or more.  
**Call now! 1-888-222-1803**

**9. Home Improvement/Service  
BATH & SHOWER UPDATES** in as little as ONE DAY! Affordable prices - No payments for 18 months! Lifetime warranty & professional installs. Senior & Military Discounts available. **Call: 1-855-315-1952**

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**NO internet connection needed!**

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CCP24