



Assistant County Clerk/Assistant Records Manager – Part-time

CC/2

County Clerk

JOB SUMMARY

This position is responsible for assisting in maintaining official county records and for providing clerical support to the Board of Commissioners.

MAJOR DUTIES

- Assists in the preparation of the Board of Commissioners agenda; posts public notices; assembles meeting materials and distributes correspondence to the Board of Commissioners.
- Assists in recording and preparing Board of Commissioners Meeting Minutes for public viewing; updates and maintains the security of the county Minute Book.
- Complies with Open Meetings and Open Records laws.
- Provides administrative support to the Board of Commissioners and County Administrator(s).
- Assists department directors, elected officials, and staff to ensure compliance with Secretary of State Records Retention Schedules; coordinates the proper disposal of records.
- Coordinates travel and training for Board of Commissioners and assists with travel and training for Chief Administrative Officer.
- Maintains and retrieves documents from county records and files.
- Coordinates arrangements for county meetings and functions.
- Processes risk management claims related to county property, equipment, and vehicles.
- Coordinates the sale of surplus property.
- Distributes alcohol beverage applications and licenses.
- Assists in obtaining signatures on official documents.
- Ensures the timely codification of county ordinances.

- Maintains rosters of board appointments.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of open records and open meetings laws.
- Knowledge of relevant local, state, and federal laws, ordinances, policies and procedures.
- Knowledge of records management principles.
- Knowledge of records retention guidelines.
- Knowledge of computers and job-related software programs.
- Skill in the maintenance of files and records.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator(s)/County Clerk assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include relevant federal and state laws, county ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support to the Board of Commissioners and County Administrator(s) and to maintain official county records. Successful performance contributes to the efficiency and effectiveness of county operations.

CONTACTS

- Contacts are typically with coworkers, other county employees, department heads, elected and

appointed officials, other government employees, business owners, and members of the general public.

- Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Have possession of or ability to readily obtain Certificate of Appointment of Notary Public and possession of a valid Georgia driver's license.
- Knowledge of computer programs including Microsoft Word, Excel, Access, and Outlook is a must.
- Applicant must have knowledge in Web basics and be knowledgeable in typical Web standards and guidance.