



County Clerk/Records Manager

County Clerk

CC-1
Grade 21/Non-Exempt

JOB SUMMARY

This position is responsible for maintaining official county records and for providing clerical support to the Board of Commissioners and the Chief Administrative Officer.

MAJOR DUTIES

- Prepares Board of Commissioners agenda; posts public notices; assembles meeting materials and distributes correspondence to the Board of Commissioners.
- Operates Zoom calls during monthly Board meetings.
- Records and prepares Board of Commissioners Meeting Minutes for public viewing; updates and maintains the security of the county Minute Book.
- Assists in the coordination of the County website.
- Complies with Open Meetings and Open Records laws.
- Provides administrative support to the Board of Commissioners.
- 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.
- Manages the Verizon account for county functions.
- Processes risk management claims related to county property, equipment, and vehicles.
- Makes recommendations on risk coverage to Chief Administrative Officer.

- Coordinates the sale of surplus property.
- Distributes alcohol beverage applications and licenses.
- Obtains signatures on official documents.
- Uploads RFPs and RFQs to the County website.
- 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 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. The County Clerk will be responsible for the supervision of the administrative assistant position; which includes, but is not limited the staffing of the position(s); spot checking of the work for accuracy, compliance, scheduling, and monitoring the work load and customer service for the position (s).

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 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

This position has direct supervision over the County Clerk Administrative Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency are commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years' experience or service.
- Have or be capable of obtaining the Georgia Clerk Certification within one to two years of assuming the position.
- Knowledge of computer programs including Microsoft Word, Excel, Access, and Outlook is necessary.
- Applicants must have knowledge of Web basics and be knowledgeable in typical Web standards and guidance.