

PROOF OF EDUCATION REQUIRED UPON APPLICATION

VACANT POSITION

DEPARTMENT: ADMINISTRATION

OBTAIN APPLICATION: <https://www.spaldingcounty.com/departments-services/employment-application>

SUBMIT APPLICATION AND PROOF OF EDUCATION TO:

employment@spaldingcounty.com or 119 E. Solomon Street, Human Resources Office

CLOSING DATE: Position will remain open until filled

Job Title: Deputy County Clerk (Position # 1019)
Salary: Pay Grade 13; Hiring Rate \$51,708.80
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 8:00 a.m. - 5:00 p.m.; M-F; **must attend all Commissioners' meetings, public hearings, etc.**

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires High School Diploma or GED with vocational/technical training in the fields of Public or Business Administration and secretarial science, coupled with a minimum of three to five years of local government administration experience (or related); or any equivalent combination of education, training and experience which provide the requisite knowledge, skills, and abilities for this position. Must be proficient in the use of software and computer applications utilized within the department.

GENERAL STATEMENT OF JOB: limited supervision, is responsible for performing a variety of administrative and secretarial tasks in support of the County Manager in administering the policies set by the Board of Commissioners. Reports to the County Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, such as a computer, typewriter, calculator, copier, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Acts as secretary for the County Manager which includes composing correspondence, typing, filing, maintaining records, and scheduling meetings and appointments.

Serves as receptionist for the County Manager, which includes receiving, screening and transferring telephone calls and greeting and directing visitors.

Prepares agendas for all Board of Commissioners' meetings.

Attends all Board of Commissioners' meetings, takes minutes; prepares minutes and has ready for review and approval by the next regularly scheduled meeting as defined in the Open Meetings handbook.

Formats agendas and minutes to be placed on the Spalding County Web Page.

Serves as Ex-Officio Clerk and custodian of the minute books; prepares certifications as requested; maintains knowledge of Georgia's Open Meetings and Open Records laws; responsible for timeliness of agendas; ensures adherence with all deadlines pertaining to agendas for specially called meetings, closed meetings, and minutes of all meetings.

Works with County Manager in the preparation of agenda items. Attends pre-agenda meeting to discuss agenda items with County Manager and Chairman. Prepares agenda and distributes packets for Board of Commissioners, Department Heads, and news media. Posts the doors of building with agendas for all regular and special called meetings held by Commissioners and meetings of Boards, Authorities or Commissions appointed by the Board, where meeting is to be held at least twenty-four hours before a meeting as defined in the Georgia's Open Meeting and Open Records Laws.

Prepares an after agenda showing actions taken by the Board of Commissioners for public inspection within two business days of the meeting as defined in the Georgia's Open Meeting and Open Records Laws.

Responsible for notifying the news media within a twenty-four hour period of all Special Called Meetings and posting doors of same as defined in the Georgia's Open Meeting and Open Records Laws.

Compiles, maintains, and makes changes to agendas, ordinances, resolutions, etc. after receiving proper approval by the Board of Commissioners and direction from the County Manager.

Responsible for submission of minutes and the codification of all ordinances, adopted by the Board of Commissioners, to Municipal Code Corporation.

Maintains all ordinances, codes, contracts, legal notices, etc. issued by the County or sent to the County for processing, implementation or action.

Makes hotel/motel reservations for all employees to attend conferences, seminars, etc. Handles any discrepancy problems of hotel bills.

Handles registrations for all County employees, the Board and County Manager to attend seminars, conferences, workshops, etc.

Responds to inquiries and complaints by resolving the problem or referring the person to the appropriate department and/or agency.

Works with County Manager in the preparation and issuance of utility permits for County right of way.

Maintains an updated Board Appointment List. Prepares Certificates of Appointment and Appointment letters.

Prepares, maintains and distributes monthly calendars of events, i.e. meetings, use of conference and meeting rooms scheduled by other parties.

Records warranty, Quitclaim deeds, and Easements to the County.

Collects mail at the post office daily and distributes to the appropriate individual or department; ensures that out-going department correspondence is mailed daily.

Maintains and keeps updated a log of telephone extension numbers for all offices and speed dial numbers for administration department; distributes list.

ADDITIONAL JOB FUNCTIONS

Works with County Manager in the preparation of agendas and minutes for the Griffin-Spalding Area Transportation Committee and attends meetings.

Performs other related duties as required.

October 02, 2024
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