

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 18; Hiring Rate \$67,000
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 Bachelor's degree in Business Administration, Public Administration or a related field. The ideal candidate will have 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. Must be a certified notary public or gain certification within three months of employment.

GENERAL STATEMENT OF JOB: Under 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

Serves 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 Commissioner's 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 Deputy 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 the 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.

Maintains County Seal and attests to signature of the Chairman of the Board of Commissioners.

Makes hotel/motel reservations for the Board of Commissioners, County Manager, and Assistant County Manager to attend conferences, seminars, etc. Handles any discrepancy problems of hotel bills.

Handles registrations for the Board, County Manager, and Assistant 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.

Serves as backup to HR Administrative Assistant for receiving, logging and routing Open Records requests and tracks responses to the requests.

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

Works with Sheriff's Office, Community Development and Public Works by coordination with media production companies for permits in Spalding County.

Responsible for working with all departments to update and maintain the Spalding County website.

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 with the Clerk of Court's office.

Reviews all Press Releases for content and structure prior to approval by the County Manager.

Responsible for filing "Notification of Local Road Activity" to the State of Georgia which includes researching and providing the necessary back-up documentation for new roads, changes to existing roads and abandonment of roads.

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

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

Must attend training to become a Georgia Certified Clerk with the goal of obtaining certification within a 2-3 year period of time.

Performs other related duties as required.

November 20, 2025
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