

Terrell County Board of Commissioners

JOB DESCRIPTION

Deputy Clerk

The Deputy Clerk is a skilled clerical position responsible for assisting in maintaining county office records and files pertaining to ordinances, taxation, public inquiries, and other information under the direct supervision of the County Administrator.

Principal Duties:

Assists in performing all necessary tasks to administer and enforce the duties and responsibilities required of the County Clerk's office. Some examples of these duties are:

- . Prepares reports and studies as required by County Administrator.
- . Assisting in preparation of meeting agendas and Commissioners' notebooks.
- . Records, edits, and maintains safekeeping of the minutes of meetings, ordinances, resolutions, or proclamations so they can be archived and/or distributed to appropriate officials or staff members.
- . Responds to requests for information from the public, municipalities, state officials, or state and federal legislative offices, research information in archives upon requests from officials, employees, or citizens.
- . Performs general office duties such as taking phone calls, typing, proofreading documents and correspondences, issuing E-mail and follow-ups, scheduling appointments, and maintaining calendar for use of Government Building, use of EXCEL and Word software. Works independently on confidential assignments.
- . Provides information regarding county activities to elected officials, county employees, and the public.
- . Issue Purchase orders and solicit bids. Supervises billing and the collection of animal control fees, fuel usage, inmate work details, and executes documents for delinquent garbage assessments.
- . Arranges for training and programs for candidates and incumbents of the commissioners' office.

Qualifications:

- . Minimum education of high school diploma or equivalent with excellent written and oral communication skills including spelling, grammar, punctuation and general math.
- . Prior Clerk experience preferred but not required.
- . Must possess or have the ability to obtain within two years of employment, County Clerk

certification. Must be able to travel out of town for training, meetings, etc., with the possibility of overnight stay.

- . Must have advanced knowledge of computerized bookkeeping and accounting systems.
- . Must pass a drug test, background check including previous employer and personal references.

Send Resume to : Bill Sawyer, Terrell County Administrator
P. O. Box 525
Dawson, GA 39842

Or email resume to: bill.sawyer@terrellcountyga.gov