

GORDON COUNTY, GEORGIA

JOB DESCRIPTION: COUNTY CLERK

EMPLOYER: GORDON COUNTY, GEORGIA
REPORTS TO: BOARD OF COMMISSIONERS
DEPARTMENT: COUNTY CLERK
STATUS: EXEMPT

JOB SUMMARY:

Serves as the Executive Secretary to the Board of Commissioners and the County Administrator. Records Board proceedings and maintains official records of proceedings.

MAJOR JOB RESPONSIBILITIES:

- General Administration
 - Correspond with the public via telephone and email
 - Maintain stock of supplies
 - Maintain volunteer board information
 - Responsible for petty cash within the Administration Office
- Clerk for the Board of Commissioners
 - Make training, travel, and lodging reservations for the Board
 - Creates the annual Board calendar
 - Prepare Board agendas and publishes meeting notices to the media
 - Attend all Board meetings, take notes, and record audio
 - Transcribe Board meetings into official minutes
 - Maintains Official Minute Books
 - Attest to and/or notarize County documents
 - Prepares all proclamations and resolutions
 - Serves as the the Corporate Secretary of the Public Facilities Authority
- Open Records Clerk
 - Maintains all County contracts ensuring that all documents have been signed
 - Maintains the Code of Ordinances and the Unified Land Development Code (ULDC) and distributes updates to all departments.
 - Manages all request for Open Records
- Malt Beverages, Wine, and Liquor Licenses
 - Serves as the clerk for new and renewal applications

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work effectively as a team member in providing excellence in customer service to the citizens of Gordon County
- Strong computer skills with Microsoft Office and Google Applications
- Good knowledge of general office practices and general office equipment
- Ability to communicate effectively, both verbally and written
- Good organizational skills
- Knowledge of County Ordinances or willingness to acquaint oneself with
- May be required to act as a Notary Public within the government unit

EDUCATION REQUIREMENTS:

- Bachelor's Degree with an emphasis in Business Administration is preferred or a High School Diploma or Equivalency with five (5) years of experience as an executive or personal secretary

LICENSES AND CERTIFICATIONS:

- Valid Georgia Driver's License
- Certified County Clerk, or willingness to obtain certification
- Must pass a criminal background check and be bondable
- Notary Public, or willingness to obtain certification

WORK ENVIRONMENT:

Duties are performed indoors in offices, conference rooms, courtrooms, etc. Duties performed may require bending and twisting motions and may require being seated for long periods of time. Must be able to use both hands with dexterity and require large amounts of keyboarding. Occasional lifting weight of up to 20 lbs. (supplies, paper, etc.)

NO ATTEMPT HAS BEEN MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ASSIGNED AS DEEMED NECESSARY BY THE BOARD OF COMMISSIONERS.