

**PROOF OF EDUCATION REQUIRED UPON APPLICATION**

**VACANT POSITION**

**DEPARTMENT: ADMINISTRATION**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**

[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Human Resources Office

**CLOSING DATE: Position will remain open until filled**

Job Title: Executive Secretary / Deputy County Clerk (Position # 1019)  
Salary: Pay Grade 19; Hiring Rate \$47,964.80  
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:** Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to occupational field. An advanced degree is highly recommended. Public financing ability or Human Resource capability would be perceived as a plus for this position. Any experience either writing or administering grants is also a positive. Certifications by the University of Georgia as a County Clerk within four years. Must be willing to maintain continuing education as necessary for the position. Sufficient experience to thoroughly understand the diverse objectives and functions of the sub-units in the division/department, usually interpreted to require three to five years of related experience. Must have excellent demonstrated reading, comprehension and writing skills. A State of Georgia Driver's license.

**GENERAL STATEMENT OF JOB:** This position is highly responsible, providing administrative assistance to the County Manager and the Board of Commissioners for the overall administration of Spalding County government and requires a very high level of confidentiality. The position requires multi-tasking and consists of a variety of responsibilities, contributing to the complexity of the work. Successful performance ensures the accuracy and integrity of County records and operations. Independently responsible for all administrative, department record-keeping functions but, in the hierarchy of Spalding County, is supervised directly by the County Manager. The County Manager, along with the Board of Commissioners, assigns work in terms of general goals and objectives.

**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:**

Essential functions may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and/or may be required to perform additional position specific tasks, as requested.

Plans and prepares for BOC meetings, including regular monthly meetings, budget hearings, committee meetings, etc.: prepares and distributes agendas and meeting packets; publishes public meeting notices in appropriate media; briefs Commissioners on pending agenda items and other County issues; and coordinates communication between BOC and other elected officials and County employees regarding meetings and agenda items.

Attends all meetings of the Board of Commissioners, including regular monthly meetings, budget hearings, committee meetings, etc.: advises Board regarding parliamentary procedures and protocols; takes minutes at all meetings; ensures accurate transcription for the permanent records; prepares and distributes meeting minutes; serves as custodian of the County seal; prepares documents for and attests to signature; certifies BOC approval; and publishes BOC actions and minutes as required.

Prepares resolutions, ordinances, and proclamations and other items for presentation to the BOC: tracks items through the legislative process; and issues written determinations and approvals as needed.

Performs customer service functions: research requests for and provides copies of public records; notarizes documents; collects and accounts for fees and payment; conducts research, provides information, and answers questions regarding policies, procedures, and office operations; directs questions to other persons and departments as appropriate; and initiates problem resolution.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures; receives and reviews various documentation; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Serves as official custodian of the records, contracts, and minutes of the BOC: maintains custody of code of ordinances, contracts, agreements, and other official documentation; publishes notices/records; and responds to open records requests as required by law.

Provides highly responsible administrative services to the Spalding County Board of Commissioners (BOC) and the County Manager through the following tasks:

- Prepares the agenda for BOC meetings.
- Assures the agendas are properly posted and advertised.
- Develops and compiles meeting materials.
- Attends commission meetings.
- Documents and records minutes.
- Prepares and posts meetings and agendas within the 48-hour legal requirement.
- Responds to requests for information regarding meeting procedures.
- Acts as Record Custodian of all public records in accordance with the Secretary of State approved retention schedule.
- Serves as executive secretary to the Board of Commissioners.
- Records all official records and supervises the performance of contracts signed by BOC.
- Prepares advertisements for public notices, job openings, board appointments, equipment bids, and professional services as needed.
- Serves as secretary to the County Manager, schedules appointments for the County Manager as requested.
- Ensures that Spalding County Code of Ordinances is updated as necessary.
- Communicates with County officials, supervisors, other County employees, third party service contractors, the public, and other individuals as needed, to coordinate work activities, review status of work, exchange information, or resolve problems.
- May be assigned other specific duties/projects as assigned by BOC or County Manager.