



Deputy County Clerk Commissioners

COM/3 - 169

JOB SUMMARY

This position performs a variety of highly responsible, confidential, and complex administrative and clerical duties in support for the County Administrator, County Commission, and Clerk office. This position uses advanced skills to perform all assigned office responsibilities and exercises sound judgment in the application of county and department procedures.

MAJOR DUTIES

1. Transcribes minutes for Board of Commissioners meetings, budget meetings, and Executive Session meetings.
2. Places, prepares, and schedules agenda items for the preliminary agenda meeting; finalizes agenda; ensures all supporting documentation is assembled.
3. Prepares agenda of actions following public hearings, workshop meetings, special called meetings, and executive sessions according to state law; notifies each department of official actions taken.
4. Posts agendas, action agendas, minutes, and public notices on county Web site and at other locations in accordance with state law.
5. Disseminates documents approved by the Board to proper departments and agencies; ensures documents are made official attachments to the appropriate minutes.
6. Scans all minutes with attachments.
7. Records all resolutions and ordinances approved by the Board; maintains master list; maintains and files original resolutions and ordinances in Commission Office and records with the Municipal Code Corporation.
8. Sets up public meeting room and conference room for meetings.
9. Responds to inquiries from County Commissioners, the County Administrator, the County Attorney, department heads, citizens, members of the news media, and other officials for information, documents, materials, and data as requested.
10. Disseminates memoranda, correspondence, and other documents in outgoing and interoffice mail.
11. Manages posting for the county website and prepares webpage data reports.
12. Directs the work of interns as assigned.
13. Prepares, assembles, and submits credit card reconciliations to the Finance Department.
14. Orders supplies and maintains inventory.
15. Schedules the use of conference rooms.
16. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of records management.
2. Knowledge of audio-visual recording equipment.
3. Knowledge of computers and job related software programs.
4. Knowledge of modern office practices and procedures.
5. Skill in researching, interpreting, and compiling complex data and other information into a useful product.
6. Skill in public and interpersonal relations.
7. Skill in the use of fax machine, scanner, copy machine and other office equipment.
8. Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the County Code of Ordinances, and county employee policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for the work of the County Clerk, the Board of Commissioners, and the County Administrator. Success in this position contributes to the efficiency and effectiveness of county operations.

CONTACTS

- Contacts are typically with members of the general public, other county employees, elected and appointed officials, state and federal legislators, members of the news media, and local business and community leaders.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.
- Possession of Clerk Certification within three (3) years of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.