



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

DEPUTY COUNTY CLERK
DAWSON COUNTY BOARD OF COMMISSIONERS
Supplemental/ Non-Exempt

JOB SUMMARY

This position is utilized in the absence of the county clerk and, as needed, assists the county clerk, who is responsible for recording official actions of the Board of Commissioners, assisting with the maintenance of records and documents for the county, and performing executive assistant duties for a five-member board.

ESSENTIAL DUTIES

- Attends Board of Commissioners meetings and public hearings, records and transcribes minutes, secures approval, records in official minute book, prepares materials/agenda packets for meetings, and prepares public notices; ensures compliance with open meetings laws.
- Serves as executive assistant to the board chairman and four district commissioners.
- Maintains records; ensures compliance with relevant laws and grant requirements; coordinates with consultants and engineers.
- Ensures that county policies and procedures are updated and codified.
- Maintains custody of county documents and official county seal.
- Follows legislation that affects county governments; works with Board of Commissioners to develop responses to legislative proposals.
- Responds to requests for information from other departments, government agencies and the general public.
- Serves as County Legislative Coordinator (CLC).
- Prepares, publishes and distributes all legal notices for the county.
- Follows up on statutory requirements for commissioner training and assists commissioners in meeting those requirements.
- Completes registrations and makes travel arrangements for commissioners and department employees who attend conferences and/or meetings.
- Prepares and types memoranda, correspondence and reports for the Board of Commissioners; prepares resolutions, proclamations and letters for support for various agencies and organizations.
- Attends committee and department head meetings: prepares agendas, attends meetings and records minutes.
- Assists with preparation of the annual operating budget.
- Answers the telephone, takes messages and provides information to callers regarding county government operations and practices.

- Attests county documents as required.
- Coordinates response to open act records requests in compliance with state law; serves as the records keeper/officer/archivist for the county; ensures adherence to the state's record retention schedule.
- Receives complaints and/or concerns from the public and board members; refers information to various departments or county manager for corrective action; follows up on corrective action; develops replies to inquiries.
- Ensures county website and social media channels are updated to reflect current notices, schedule of events, minutes and agendas.
- Maintains booking schedule and assists with maintenance of Government Center Assembly Room.
- Performs related duties.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- Bookkeeping and basic accounting principles.
- Modern office principles and procedures.
- Grant application and administration procedures.
- County ordinances, codes, policies and procedures.
- State and federal laws governing county government operations.

SKILLED IN:

- Organization; establishing and maintaining records.
- Operating modern office equipment, such as a computer, calculator, facsimile machine and copier.
- Handling high volume of complex work; preparing a variety of material and prioritizing work load.
- Communication, both verbal and written is vital, interpersonal skill as applied to interaction with co-workers, management and the general public.
- Performing mathematical and accounting calculations.
- Operation of modern office equipment; computer, calculator, copier, transcription machine and facsimile machine.

ABILITY TO:

- Effectively present material either orally or in a written format.
- Establish and maintain an effective working relationship with fellow county employees, department heads, elected officials, county manager, Board of Commissioners and the general public.

COMPLEXITY

The work consists of related technical and administrative duties. The volume of duties performed and time constraints contribute to the complexity of the work.

GUIDELINES

Guidelines include relevant state and federal laws, county ordinances, policies and procedures, and generally accepted accounting principles. These guidelines are generally clear and specific, but may require some interpretation in application.

CONTACTS

- Contacts are typically with Board of Commissioners, county manager, elected officials, county employees, news media representatives and the general public.
- Contacts are typically to give or exchange information, resolve problems and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to record the official actions of the county governing authority and assist with the maintenance of records and documents for the county. Successful performance helps ensure the accuracy of county documents and efficient operation of the county government.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The work is typically performed in office settings. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Board of Commissioners assigns work in terms of general instructions. The work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the final results.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Bachelor's Degree in Business Administration, English, Communications or a related field and three (3) years of administrative experience; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- 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 an associate degree in a related field.
- 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.
- Possession of or ability to readily obtain certification as a County Clerk.
- Microsoft Office proficient.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____