



JOB OPENING

Troup County Government

Position: Deputy County Clerk/Asst. Records Officer	Department: Board of Commissioners	Salary: \$25.70
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Under general supervision and instruction this position assists and supports the performance of the County Clerk and when absent acts as the County Clerk. These duties include assisting the Clerk with the maintenance of official county documents, coordinating and maintaining a permanent record of Board actions including historical and current official records, and researching and preparing various reports. Also serves as Assistant Open Records Officer.

Qualifications/Knowledge:

- ⇒ Associate's Degree in Public Administration, Business Management, Legal Studies or a related field; Bachelor's Degree preferred
- ⇒ Experience in government administration, records management, or related administrative support roles with two or more years of professional experience; knowledge of county and departmental policies and procedures
- ⇒ Ability to obtain and maintain required certifications, including Certified County Clerk and Notary Public credentials
- ⇒ Knowledge of county government and records management principles, minutes preparation and documentation management
- ⇒ Knowledge of modern office practices and procedures; knowledge of computers and job-related software programs
- ⇒ Skill in organizing and maintaining complex records; skill in communication and collaborating with officials and the public
- ⇒ Skill in effective communication with department heads, elected and appointed officials and the general public
- ⇒ Must have a high level of interpersonal skills to handle confidential situations and documents
- ⇒ Must be detailed orientated and able to meet tight deadlines

Essential Duties and Responsibilities:

- ⇒ Assists the County Clerk in keeping up-to-date information on all County Board and Commission appointments and advertisements as well as the preparation of letters of appointment, reappointment and appreciation
- ⇒ Prepares agenda of actions following public hearings, workshop meetings, special called meetings and executive sessions according to state law; notifies each department of official action taken; prepares and sends public notices to media and staff
- ⇒ Posts agendas, minutes and public notices on County website and other locations in accordance with state law; transcribes minutes for Board of Commissioners meetings, Executive Session meetings and Budget meetings
- ⇒ Prepares and schedules agenda items for the meetings; ensures all supporting documentation is assembled
- ⇒ Records all resolutions, ordinances and proclamations approved by the Board and maintains master list; maintains and files original resolutions and ordinances in Commissioners Office and records with the Municipal Code Corporation
- ⇒ Drafts proclamations for presentation; indexes minutes, resolution and ordinance books; notarizes and certifies documents
- ⇒ Assists with managing digital filing system and other software programs in association with Clerk duties
- ⇒ Handles conference registrations, scheduling and travel arrangements as necessary; provides support in the preparation and administration of assigned department budget
- ⇒ Serves as Assistant Timekeeper for the Board of Commissioners Office; sets up public meeting room for meetings; assists with scheduling the use of conference rooms
- ⇒ Disseminates documents approved by the Board to proper departments and agencies; ensures documents are made official attachment to the appropriate minutes
- ⇒ Responds to inquiries from County Commissioners, County Manager, County Attorney, department heads, citizens, media and other officials for information, documents, materials and data requested
- ⇒ Prepares, assembles and submits credit card reconciliations to the Finance Department; processes purchase orders
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov.

Job #:08182026 Deputy County Clerk/Assistant Records Officer

Grade 17

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace