

PIERCE COUNTY BOARD OF COMMISSIONERS



Job Title	County Clerk
Department	Board of Commissioners
Hours	Monday – Friday, 8:00am – 5:00pm
Classification	Full-time, Exempt
Reports to	County Manager
Hiring Range	\$37,959 - \$49,347

POSITION SUMMARY

The County Clerk will provide administrative support to the Board of Commissioners and serve as part of the County’s administrative team. Specific responsibilities include coordinating a variety of County administrative functions and serving as custodian of official County records.

MAJOR DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Serves as Clerk to the Board of Commissioners; assists Commissioners in administering day-to-day government operations.
- Provides administrative support for the Board of Commissioners; prepares meeting agendas; prepares information for agenda packets; attends board meetings, workshops, and other activities; composes full and accurate records of meeting minutes and action taken at meetings; indexes minutes as historical account of meetings; prepares follow-up correspondence; informs news media and public of meetings; maintains current records of appointments made by Commissioners; coordinates scheduling and travel arrangements; maintains records; provides other support as necessary.
- Serves as custodian of County seal and records; prepares official copies of ordinances and other documents; prepares legal advertisements; signs checks and legal documents; responds to open records requests as required by law.
- Coordinates County vehicle insurance activities; maintains vehicle schedules and property schedules; notifies insurance company of additions, deletions, and changes in vehicle inventory; prepares insurance bids; files claims with insurance company.
- Assists with road projects as needed; receives road project status reports; prepares payments to contractors.

- Receives and prepares or completes various forms, reports, correspondence, resolutions, proclamations, agendas, meeting minutes, insurance claims, advertisements, or other documents.
- Operates a personal computer, printer, copier, fax machine, general office equipment, or other equipment as necessary to complete essential functions; performs maintenance of computer system and office equipment, such as backing up data, replacing toner, or refilling paper; coordinates service/repair activities as needed.
- Conducts research; compiles statistical or administrative data; analyzes and/or summarizes data; prepares reports.
- Coordinates or conducts special projects as assigned.
- Conducts records maintenance activities in compliance with guidelines governing record retention; ensures proper maintenance of records; confidentiality of information and release of records to authorized individuals in accordance with established guidelines; initiates any actions necessary to correct deviations.
- Communicates with County officials, employees, other departments, the public, the media, vendors, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice or direction.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Completes required activities necessary to maintain County Clerk certification.

MINIMUM QUALIFICATIONS

- Completion of high school diploma or GED; supplemented by postsecondary coursework in a related field.
- Five years of experience that includes municipal office operation, records management, office administration or other related clerical support roles.
- Possession of County Clerk certification or successful completion of initial mandated 15-hour training within twelve months of hire.
- Possession of a valid Georgia Driver's License.