

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

COUNTY CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer operations of Banks County government, to include overseeing operations of the Commissioners Office, serving as custodian of county records and official documents, and aids in coordinating financial activities for the county.

ESSENTIAL FUNCTIONS

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.

Supervises, directs, and evaluates assigned staff, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with Chairman of County Commission, County Commissioners, county officers, and other officials. Receives advice/direction, provide recommendations, and resolve problems.

Provides support for County Commissioners; attends Commissioners meetings and work sessions; records proceedings of meetings; maintains custody of meeting minutes, orders, resolutions, and other records; publishes public notices and advertisements as required by law; responds to inquiries or requests for information relating to Commissioners meetings or activities.

Serves as custodian of county records and official documents; maintains records of various contracts, agreements, ordinances, property acquisitions, minute books, resolution books, and other official documentation; maintains current lists of county officers, boards, committees, or other authorities; responds to open records requests as required by state law.

Assists county officials and department heads with budget preparation.

Serves as liability and property insurance manager; processes, reports, monitors, and/or responds to lawsuits and liability issues; prepares information for renewal of insurance policies; maintains current inventory of county buildings, vehicles, and other assets.

Compiles and/or monitors various administrative/statistical data pertaining to county/departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; maintains records.

Generates manual and/or computerized reports; submits reports to appropriate agencies or individuals agencies; forwards or retains reports as appropriate.

Prepares or completes various forms, reports, correspondence, meeting minutes, public notices, advertisements, surveys, contracts, inventory records, performance evaluations, or other documents.

Receives various forms, reports, correspondence, meeting minutes, orders, resolutions, public notices, advertisements, records requests, insurance policies, insurance claims, lawsuits, insurance forms, contracts, codes, resolutions, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, accounting, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with county officials, county departments, employees, attorneys, insurance carriers, other municipalities, state/federal agencies, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes and filing documentation.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in accounting, business management, public administration, or a related field; supplemented by five

(5) years previous experience and/or training that includes progressively responsible county clerk office operations, financial operations, accounting, budget administration, personal computer operations, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Valid Certified County Clerk certification and Finance Officer certification required.**

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.