

**BANKS COUNTY, GEORGIA  
CLASSIFICATION SPECIFICATION**

**Non-Exempt  
\$48,700-\$72,609**

**CLASSIFICATION TITLE:**

**DEPUTY COUNTY CLERK**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative/clerical support to assist the County Clerk in administering operations of the Banks County government.

**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.**

Processes a variety of documentation associated with department activities, per established procedures and within designated timeframes.

Processes payment of invoices for special accounts; researches information on accounts as needed.

Monitors expenditures for various county road projects; maintains detailed records of expenditures associated with each county road project; matches gravel/asphalt tickets to appropriate county road project and posts to account.

Receives and processes calls/reports from citizens reporting road problems or requesting road repairs; prepares work orders to report road problems; communicates with road crew via radio; creates monthly report for work completed by the road department.

Prepares budget reports; processes payment of invoices.

Provides administrative support for County Clerk, Chairman of County Commissioners, or other officials; types correspondence; screens telephone calls, mail, or other communications and initiates appropriate action/response.

Provides administrative support for various boards or meetings; records and transcribes minutes of monthly Development Authority meetings; assists in recording/transcribing meeting minutes of County Commissioners or public hearings in absence of County Clerk.

Creates right-of-way deeds as requested.

Processes permits for underground utility cables.

Performs notarization of documents as needed.

Prepares or completes various forms, reports, correspondence, right-of-way deeds, budget reports, meeting minutes, work orders, newspaper copy, tables, charts, or other documents.

Receives various forms, reports, correspondence, invoices, gravel/asphalt tickets, 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, financial system, or other 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 via telephone or email; provides information and assistance; records/relays messages; responds to requests for service or assistance; communicates with Road Superintendent or other employees.

Communicates with supervisor, county officials, employees, other departments, the public, utility companies, vendors, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Orders office supplies and any small purchasing needs.

## ADDITIONAL FUNCTIONS

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

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in office administration, bookkeeping, and personal computer operations; supplemented by one (1) year previous experience and/or training involving office administration, bookkeeping, customer relations, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia Notary Public certification. May require possession and maintenance of a valid Georgia driver's license. Must possess and maintain valid Certified County Clerk certification. Must possess and maintain valid Certified Finance Officer certification.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**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, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## 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.