



BUTTS COUNTY

County Clerk Administration

ADMIN/3

JOB SUMMARY

This position is responsible for maintaining County records and providing administrative support for County operations.

MAJOR DUTIES

- Manages County government office operations.
- Serves as official record keeper for the County; maintains records of contracts, leases, applications, ordinances, resolutions, and official letters.
- Receives and balances all County revenues; deposits in appropriate accounts; maintains revenue database.
- Responds to open records requests in accordance with state and federal laws.
- Coordinates County Commission meetings; prepares agenda; maintains minutes and meeting records; drafts correspondence.
- Acts as liaison between County Commissions and general public; responds to inquiries and requests for information.
- Assists in preparing County budget.
- Maintains, designs, and updates County external and internal websites.
- Oversees process of codifying new ordinances.
- Organizes and manages training schedules, courses and certifications for Board members; arranges travel and lodging for Commissioners.
- Tracks SPLOST appropriates and expenditures.
- Manage preparation of the County Fixed Assets report.
- Coordinates special projects as requested including organizing logistics and marketing events.
- Manages County property insurance records and policies including filing claims, adding property, and renewals.
- Oversees maintenance and refueling of County vehicles.
- Handles website management for the county website.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government operations and regulations.
- Knowledge of related federal, state, and local laws.
- Knowledge of basic accounting standards and practices.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Controller assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include County and department policies and procedures, County codes and ordinances, and related federal, state, and local laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related office management and administrative duties.
- The purpose of this position is to maintain County records. Successful performance helps ensure the efficiency and effectiveness of all County government operations.

CONTACTS

- Contacts are typically with coworkers, other County department heads and employees, appointed and elected officials, attorneys, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field, or a combination of education, experience and skills that meet the prerequisites of the position.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.