**County Clerk**

**Echols County**

**Posted:08/02/2024**

**Applications will be accepted until position is filled**

**Position of Echols County Clerk**

**POSITION PURPOSE:**

To perform all the duties of county clerk so that the county's administrative and financial operations progress in an efficient, orderly, and lawful manner.

**POSITION RESPONSIBILITIES AND TASKS:**

Perform the duties of clerk so that the administrative responsibilities of the county are carried out in a prompt, efficient, and lawful manner.

Keep a minute book of commission meetings, maintain ordinances, act as custodian of the county's seal and records, assist in issuing business licenses, and timber permits, post and publish notices, ordinances and resolutions as required, sit on committees as assigned by the commissioners.

Prepare follow-up correspondence to notify departments and/or individuals of actions taken by the Board. Prepare letters of appointment, reappointment, and appreciation. General correspondence.

Maintain a computer accounting system to enter all county money transactions, receipts, and disbursements. Balance checking accounts, process payroll and related tax reports, maintain ledgers on money market accounts.

Prepare and submit various governmental reports. Provide notary services.

Schedule and coordinate meetings for Commissioners.

Participate in planning for the next budget by compiling figures from different departments. Perform research for County Commission and provide reports as requested.

Greet callers and visitors and respond to inquiries about county policy, ensure public access to county records as required by state open records act. Take complaints and respond to them in an appropriate manner, respond to information requests, and maintain open communication between the public, the County manager, and the commissioners.

Perform other related work as required by the Board of Commissioners.

State mandated minimum County Clerk training required within 12 months of employment and UGA clerk’s certification is required within 36 months of employment.

**Requirements:**

Proven work experience as a County Clerk or similar role

Excellent verbal and written communication skills to provide information as requested

Strong people skills to work with citizens and elected officials

Ability to maintain confidentiality and security of information

Relevant training and /certifications as a County Clerk

Salary will be based on experience and qualification.

Resume and Application should be submitted to:

Echols County Board of Commissioners

110 General Deloach Road, Statenville, Georgia 31648

Or Email to: [ecboc@yahoo.com](mailto:ecboc@yahoo.com)

Echols County Board of Commissioners is an equal opportunity employer. All qualified applications will receive consideration for employment regardless of race, color, religion, sex, national origin, disability, or any other statues protected by applicable federal, State, or local laws.