



## **Clerk of Board (2035)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 21

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to serve as executive secretary for the Board of Commissioners and record its official actions. The Clerk of Board provides administrative and clerical support for the Board of Commissioners, the Planning and Zoning Commission, and the Statesboro-Bulloch Airport Committee and serves as liaison to the County Manager. The Clerk of Board also issues certificates and licenses for Occupation Tax Certificates and Alcohol Licenses.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Manages documents for meetings: prepares agenda for Board of Commissioners; reviews and organizes agenda items utilizing computer software; records official actions; prepares and attests meeting minutes, official documents, resolutions, proclamations, and legal notices; attends all meetings of the governing body, Planning and Zoning Commission, and the Statesboro Airport Committee; records and prepares meeting minutes; submits minutes to the County Attorney for review; and incorporates revisions as directed.

Manages certificates, licenses, and permits: issues the County's occupational tax certificates and alcoholic beverage licenses; collects, processes and submits excise taxes for alcoholic beverages, lodging, and accommodations; ensures issued certificates, licenses, and permits are in compliance with County ordinances, policies, and procedures; ensures compliance with state and federal reporting requirements; responds to inquiries concerning occupational tax certificates; processes applications for alcohol beverage licenses and renewals; and enters licenses and renewals as agenda items for Board approval.

Assists Commissioners and other staff: assists Commissioners, County Manager, and County Attorney with registration and coordination of training, invitations to public/private events, and scheduling and coordination of meetings with state representatives, citizens, and other entities; assists in coordinating travel accommodations; and assists with administrative and clerical duties.

Responds to inquiries: responds to inquiries from the general public regarding Commissioners, County Departments, meetings, County ordinances, and general information; processes and fulfills open records requests; and assists in completing reservation/display forms for the Courthouse Square lawn usage.

Serves as official custodian for documents and records of the Board of Commissioners, Planning and Zoning Commission, and the Statesboro-Bulloch Airport; and establishes and maintains filing system for those records.

Monitors upcoming official vacancies: monitors appointments to County boards, committees, and advisory bodies; and accepts and maintains applications, correspondence and other documentation pertaining to those appointments.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's degree in a related field required, supplemented by one year of experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain County Clerk certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**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, and ratios; 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 evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), 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.*

**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 colors or shades of colors, sounds, and 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.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created July 2019