

TITLE: County Clerk

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DEPARTMENT: County Commission, Etowah County

(06/28/24)

**JOB SUMMARY:** This position performs administrative and clerical duties that support the County Commission, Chief Administrative Officer (CAO), and Deputy Chief Administrative Officer/Chief Financial Officer (CFO). Supervision by the CAO.

**PRIMARY DUTIES:**

- Prepares and distributes agendas for County Commission meetings, including composition of resolutions and proclamations. Attends all meetings of the Commission and keeps minutes of those meetings.
- Ensures that all resolutions, contracts, bids, and other Commission business is processed both correctly and in a timely manner. Maintains appropriate files.
- Receives and processes, for Commission action, Alabama Alcoholic Beverage Control (ABC) Board applications.
- Works directly for the CAO, helping with projects and tasks on an as-needed basis.
- Makes reservations for training and continuing education, along with the associated travel arrangements including hotel accommodations and flight arrangements, for County Commissioners, CAO, CFO, and other county employees as needed.
- Maintains files on all bonds on County Commission officials and employees.
- Determines which county employees must complete annual ethics reporting. Provides elected officials and employees with information regarding the required reporting form. If the employee is unable to submit electronically, Clerk mails the form to the State Ethics Commission.
- Reports all litigation to the appropriate entity (e.g. County Risk Services, Shannon Banks & Smith, County Attorney, etc.). Maintains files on all lawsuits.
- Files insurance claims and make any changes to insurance regarding vehicles or buildings. Deals with the adjustors and coordinates repairs with the claimant.
- Provides administrative support for the Library Board, to include taking and maintaining meeting minutes.
- Provides administrative support for all three Etowah County Community Development Boards, e.g. receives/organizes funding applications, attends all meetings, prepares the minutes, and communicates with accountant.

- Serves as the contact for indigent burial requests, makes recommendations on claims, contacts the funeral home and the claimant requesting burial regarding the decision, sends letter to funeral home, and processes payment claims if approved.
- Maintains online calendars for both the County Commission and the various offices that report to the CAO (e.g. scheduled supervisor/employee leave).
- Monitors and responds to TEXTMYGOV, email correspondence through the website, and other citizen communication.
- Updates [www.etowahcounty.org](http://www.etowahcounty.org) as needed. Ensures holiday closures, garbage pickup, and other relevant information is posted to the website.
- Assists with resolution of citizen issues, especially residential waste collection.
- Maintains the list of Commission appointments to the various boards and authorities.

SECONDARY DUTIES:

- Proofs letters, memoranda, and reports for both content and grammatical errors.
- Deposits checks remotely.
- Assists in the annual financial audit process.
- Coordinates leave time for Commission Office employees.
- Communicates with supervisors on behalf of CAO.
- Answers the phone, to include any calls that cannot be completed through the automated system.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS (MAY BE OBTAINED ON THE JOB):

- Certificate in County Administration (some overnight travel may be necessary).
- County Commission policies and procedures.
- State and federal laws/policies governing the maintenance of public records.
- Robert's Rules of Order

- Operating office equipment, e.g. computer, calculator, typewriter, copier, etc.
- Good public and interpersonal relations.
- Exceptional oral and written communications.

**SUPERVISORY CONTROLS:** Works directly for the CAO in terms of specific instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final work product.

**GUIDELINES:** Guidelines include the Association of County Commissions of Alabama Handbook for Alabama County Commissioners and the personnel handbook. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative and clerical duties, which requires a great deal of independent thought and motivation.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative and clerical support to the CAO and to the County Commission. Success in this position contributes to the efficiency and effectiveness of county government operations.

**PERSONAL CONTACTS:** Contacts typically include elected and appointed officials, attorneys, insurance representatives, co-workers, and members of the public.

**PURPOSE OF CONTACTS:** Contacts typically help give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Guidance for other administrative staff.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with education beyond the high school level.
- Experience sufficient to thoroughly understand the work of subordinate positions in order to answer questions and resolve problems.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.