

TALBOT COUNTY COMMISSIONER'S OFFICE

JOB TITLE: DEPUTY COUNTY CLERK

CLOSING DATE: JULY 14, 2017

JOB SUMMARY: This position is responsible for performing administrative duties for the County Manger.

MAJOR DUTIES: Performs general clerical duties including taking minutes, dictation, typing, filing and assist with preparing agenda for Board meetings, and records all documents acted upon in commission meetings. Assists in preparing resolutions, ordinances, amendments and agreements executed by the Board. Assist with accounts payable, accounts receivable, and preparing payroll. Other duties may be required and assigned.

MINIMUM QUALIFICATIONS: Posses a high school diploma or its equivalent, two years of experience in secretarial administration, any equivalent combination of education and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Georgia Driver's License.

Proficiency Skills: Applicant must possess basic bookkeeping skills and accounting practices, have knowledge of data entry procedures and computer functions, skills in performing data entry with speed and accuracy and have knowledge of modern office procedures. He/she must possess the ability to effectively use various automated office equipment to include computer, copier, calculator, etc.

Personal Skills: Cooperative attitude, physical skills to perform essential duties. The ideal candidate must have excellent skills in oral and written communication to be able to deal with the public efficiently and effectively, ability to attend evening and weekend meetings and/or training as required.

Salary: Salary will be commensurate with experience.

Applications must accompany resumes. Applications are available in the Talbot County Board of Commissioners Office, located at 74 West Monroe Street, Talbotton, Georgia 31827. Interested applicants need to send their resume, application and cover letter to talbotcocarol@pstel.net, or by mail to: Carol Ison, County Manager, P.O. Box 155, Talbotton, GA 31827. Applications must be received no later than 4 PM Friday, July 14, 2017.

For further information contact Mrs. Ison at 706/665-3220.

Hiring is dependent upon drug screening, employment and criminal background checks.

**TALBOT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A DRUG FREE WORK PLACE.**