

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

04/24/2019

CLERK TO THE BOARD

Northampton County Human Resources is accepting applications for the Clerk to the Board position. The Clerk to the Board serves as administrative assistant to the County Manager and members of the Board of County Commissioners. This position serves the county at the discretion of the Board.

The Clerk to the Board is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the Board of Commissioners meetings and for the publication, indexing, filing and safekeeping of all commission proceedings in accordance with general statutes and local ordinances. Considerable tact, courtesy, and firmness are required in dealing with the public. Work often requires the use and handling of confidential information and requires a high level of discretion.

Work is performed in accordance with North Carolina General procedures governing the responsibilities of the county clerks. The employee works under the general supervision of the County Manager and is legally accountable for work to the Board of County Commissioners. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy and by conferences with appropriate officials.

Requirements: Graduation from two-year college with major in business, secretarial science, or related field and considerable experience in office management work preferably including some experience in supervision and the safekeeping and care of public records; or an equivalent combination of education and experience.

Apply in person at the Northampton County HR Department, 9467 HWY 305, or mail the application to: HRD, PO Box 367, Jackson, NC 27845 or send via email to ContactHR@nhcnc.net

NORTHAMPTON COUNTY APPLICATION IS REQUIRED AND AVAILABLE AT:
www.northamptonnc.com

Grade: 68, Salary Range: \$37,486 - \$66,144
Salary to be based upon qualifications and experience.

Closing Date: Open Until Filled

SEE COMPLETE JOB DESCRIPTION BELOW

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace. All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

CLERK TO THE BOARD

General Statement of Duties

Performs complex, sensitive administrative work in the maintenance of official county records and documents; serves as administrative assistant to the County Manager and members of the Board of County Commissioners. This position serves the county at the discretion of the Board.

Distinguishing Features of the Class

An employee in this class is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the Board of Commissioners meetings and for the publication, indexing, filing and safekeeping of all commission proceedings in accordance with general statutes and local ordinances. Work also includes serving as administrative support to the Board of County Commissioners and County Manager. Considerable tact, courtesy, and firmness are required in dealing with the public. Work often requires the use and handling of confidential information and requires a high level of discretion.

Work is performed in accordance with North Carolina General procedures governing the responsibilities of the county clerks. The employee works under the general supervision of the County Manager and is legally accountable for work to the Board of County Commissioners. Work is reviewed through observation, review of records and files maintained as to their completeness and accuracy and by conferences with appropriate officials.

Duties and Responsibilities

Serves as custodian of all public records including ordinances, resolutions, contracts, agreements and minute books.

Executes legal documents by affixing the proper signatures of county officials and attesting to their compliance with general statutes and local ordinances.

Attends Board of County Commissioners meetings and necessary committee meetings of the Board; prepares agenda, writes minutes of these meetings; processes all ordinances, resolutions, and other actions of the Board of County Commissioners.

Maintains official records of the County, always maintaining confidentiality when and where appropriate; serves as custodian of the County Seal.

Maintains up-to-date information on County boards and committees; prepares letters of appointment and appreciation.

Prepares and disseminates notification of Board meetings and public hearings.

Prepares and posts legal advertisements.

Schedules and coordinates meetings for the Board of Commissioners and County Manager; makes travel arrangements.

Performs administrative and secretarial duties for the County Manager and Board members by handling correspondence, public inquiries, and mail for these officials.

Composes a variety of reports, resolutions, proclamations, ordinances, contracts and legal matters.

Duties that include processing liability and property insurance claims.

Performs research for County Commissioners and County Manager on special projects and prepares oral/written reports as requested.

Serves often as liaison between these county officials and the public with respect to such matters as complaints, requests, and suggestions; handles many of these issues independently unless direct involvement of a county official is required; answers telephone and greets the public.

Researches and compiles information as requested by the Board or County Manager; performs special project work as requested and in the most appropriate manner; handles confidential information.

Maintains up-to-date record management and files systems for the office.

Prepares, composes, and types correspondence, letters, memorandums, and other directives for the county officials; handles incoming and outgoing mail.

Arranges appointments, schedules, meetings, and conferences for the Board members and the County Manager.

Additional Job Duties

Fills in for other administrative staff as needed.

Performs related duties as required.

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of county clerks.

Thorough knowledge of the organization and functions of County Government.

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official county records and documents.

Considerable knowledge of standard modern office administrative practices and procedures; considerable knowledge of the principles of grammar, spelling and composition.

Working knowledge of management practices and principles.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.

Ability to express oneself effectively in oral and written form.

Ability to establish and maintain effective working relationships with the general public.

Ability to handle confidential information in an appropriate manner.

Ability to handle a variety of office management and support functions and requirements including records management, files, composition, and establishing work flow and work priorities.

Desirable Education and Experience

Graduation from two-year college with major in business, secretarial science, or related field and considerable experience in office management work preferably including some experience in supervision and the safekeeping and care of public records; or an equivalent combination of education and experience.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to operate a computer, take transcription, and do extensive reading.

Special Requirements

Prefer North Carolina Notary Public or individual with ability to become a North Carolina Notary Public.