

## Town Clerk (Part-Time)

Town of Brooks, Georgia

The Town of Brooks is accepting resumes for the position of Town Clerk (Part-time). Duties, responsibilities, and education requirements listed below. Resumes will be accepted until February 28, 2019 and can be sent to Town of Brooks, Attn: Town Manager, P.O. Box 96, Brooks, Georgia 30205 or by email to [brookstownmgr@yahoo.com](mailto:brookstownmgr@yahoo.com).

The purpose of this position is to give clerical support to the Mayor and Council and provide structure to the administrative responsibilities associated with day-to-day business of a municipality.

Specific License or Certification required: Must obtain and maintain a valid Notary Public Certification and certification by the Georgia Municipal Clerks and Finance Officers Association (GMC/FOA) as a Certified Clerk (or have the ability to obtain certification within two (2) years of employment).

- Must be able to work evenings and odd hours
- Knowledge of or ability to understand governmental financial practices and record keeping
- Knowledge of or ability to understand modern records management techniques;
- Knowledge of or ability to understand and interpret municipal laws, policies, codes, and regulations
- Knowledge or ability to learn the legal requirements related to keeping and preserving council minutes and all official records
- Ability to read, analyze and interpret complex documents
- Excellent knowledge of or ability to learn Town Ordinances, policies and procedures
- Ability to exercise good judgment to resolve constituent inquiries

Education and/or Work Experience Requirements:

- Associates degree or two (2) years of college or technical coursework, supplemented by three (3) years of experience performing administrative support and clerical duties for public officials; or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job;
- State of Georgia Municipal Clerk Certification preferred; valid State of Georgia Driver's License required

The Town of Brooks is a drug-free workplace and an Equal Employment Opportunity Employer.

Beginning Salary (depending on qualifications): \$25,000-\$30,000 range