

County Clerk

Thomas County

Posted: Apr. 30, 2019

End Date: Jun. 15, 2019

COUNTY CLERK

County Commissioners' Office

Salary Range: \$40,000 - \$65,000 DOQ, including benefits package

Thomas County has an opening for a County Clerk. The County Clerk maintains and organizes the official, vital records of the County; oversees the implementation of the Georgia Records Act for all records under the jurisdiction of the Thomas County Board of Commissioners; maintains the County website; coordinates the handling of County liability claims; processes and oversees contracts; and interacts with community individuals organizations as required to advance the interests of the Thomas County Board of Commissioners; organizes all official meetings, work sessions and committee meetings of the County Commission. Reports to the County Manager

Requires an Associate's degree in business administration, or five to six years of responsible related experience in records management, data processing, meeting management for a government agency, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. State mandated minimum County Clerk training is required within 12 months of employment and UGA Institute of Government Georgia Clerks Certification is required within 36 months of employment.

For information regarding the application process contact the following:

Thomas County Board of Commissioners
116 West Jefferson Street
Thomasville, Georgia 31799
P.O. Box 920
229.225.4100
tcbc@rose.net

Position posted on April 24, 2019

Applications will be accepted until position is filled

The Thomas County is an Equal Opportunity Employer. All qualified applications will receive consideration for employment regardless of race, color, religion, sex, national origin, disability or any other status protected by applicable Federal, State, or local laws.