

Calhoun County Clerk of Court
Deputy Clerk – Administrative Assistant
Closing date: Open until filled

FT/PT: Full-Time Employee
Salary: \$25,000 - \$28,000, depending upon experience
Hours: Monday – Friday, 7:00 a.m. to 4:00 p.m., 40 hours/week (must attend meetings beyond normal work hours)
FLSA: Non-exempt
Retirement: Regular Class

GENERAL

Performs a variety of administrative, support and recording functions for the Clerk of Court – Clerk to Board function.

ESSENTIAL FUNCTIONS

***Note:** The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.*

- Prepares agendas for Board meetings and arranges meetings.
- Attends and records meetings using recording devices, and log notes.
- Transcribes log notes and recordings into summary minutes for the official record.
- Provides copies of minutes to Board members and other interested parties.
- Imports and scans minutes and backup information into document management information databases and the BOCC website, and indexes information.
- Files new ordinances with the Secretary of State's Office and Municipal Code Corporation.
- Forwards approved invoices and necessary documentation from Board Meetings to Clerk's Finance Office.
- Attends meetings and takes minutes for the Planning and Zoning Board. Performs duties as the Planning and Zoning Board Secretary.
- Performs basic clerical duties such as record keeping, maintaining files, logbooks and databases.
- Performs secretarial and receptionist duties for the Board and Clerk including: answering the telephone, taking messages and routing calls to the appropriate Department; types correspondence using computer-based software; files correspondence, and opens and distributes Board and Clerk mail.
- Prepares and places advertisements which may include county employment vacancies, holidays, requests for bids, and notices of meetings.
- Files letters, contracts, employment applications, updated bid lists, etc. in the prescribed manner.
- Responds to public records requests as the public records custodian for the Clerk of Court and the Board of County Commissioners.
- Responsible for records management and records retention for the Clerk.
- Responsible for maintaining insurance schedules.
- Responsible for cellular telephone assignments and setup.
- Performs other related duties as required.
- Maintains the fixed asset records for the Clerk and the Board of County Commissioners

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www.calhounclerk.com

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- Maintains the bid files for the Board of County Commissioners
- Backup recorder of the County’s Official Records: deeds, leases, bills of sale, agreements, mortgages, judgments, claims of lien, satisfactions, certificates of discharge, from military service, and any other instrument required or authorized.
- Notary Public
- **Physical demands:** Walking, standing, or sitting for extended periods. Requires some stooping, lifting and bending. Must be able to lift up to 40 lbs.

MINIMUM QUALIFICATIONS

- Associate’s degree or equivalent from a two-year college or technical school with major course work in secretarial science, business or a related field.
- Five years of progressively responsible experience in general government administration or administrative/executive office management, two years of which must have involved the maintenance of official records; or, any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job and a passing score on a written test; and 50 net words per minute on a typing test.
- Possession of a Valid Driver License.

WORKING CONDITIONS

While performing the essential functions of this job the incumbent is frequently required to work long and/or extended hours, sometimes in stressful situations, to accommodate board or committee meetings beyond the normal workday. The incumbent may be required to sit for long periods while remaining alert in board and committee meetings.

**Full job description available at and
Applications will be accepted at:
CareerSource Chipola
16908 N Pear Street
Blountstown, Florida 32424
850-674-5088**

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