

MONTOUR COUNTY

Job Description

Job Title: CHIEF CLERK
Department: COMMISSIONERS OFFICE
Reports to: County Commissioners
FLSA: Exempt
Preparation Date: February 2003

SUMMARY: Manages the fiscal department under the jurisdiction of the Commissioners providing administrative assistance to ensure the efficient flow of operation sand the effective delivery of County services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Represents the Board of Commissioners as personnel director for the county and on policies, orders, ordinances, resolutions and regulations promulgated by the board. Prepares the annual budget for approval of the Board of Commissioners and submit all state and federal forms as required by law.
2. Coordinates personnel management activities which include hiring, job classifications, record keeping, secretary of retirement board, closing out personnel files on employees leaving county employment, assisting department heads with disciplinary actions and scheduling employee training where applicable; serves as contact person for matters involving equal opportunity, discrimination and accessibility for the disabled to county offices.
3. Coordinates efforts between the Board of Commissioners, county employees and other county offices; schedules appointments when necessary, compiles agenda for meetings, prepares legal notices and schedule of meetings for newspaper, provides information and advice to the Board of Commissioners. Takes, transcribes and distributes minuets of meetings to the Board of Commissioners and County Solicitor for review and for final approval of minutes.
4. Serves as Director of Elections overseeing all aspects of the election process.
5. Types and notarizes all legal documents for the county; prepares bills and other obligations for payments upon approval of the Board of Commissioners, schedules payments to the county's advantage by observing due dates, discount periods, maturity dates of invested funds and signs checks for payment of bills and payroll. Supervises maintenance of the liquid fuel accounts.
6. Attends meetings as loss control coordinator for Workers Compensation and prepares all claim forms.
7. Distributes the State Ethics forms to the appropriate county employees and retains completed forms on file.
8. Serves as spokesperson for the Pennsylvania Emergency Management Agency during an emergency, relaying the correct information to callers.

CHIEF CLERK-COMMISSIONERS OFFICE

9. Coordinates and administers insurance coverage, pension plan, retirement programs and hospitalization.

SUPERVISORY RESPONSIBILITIES:

Supervises and directs the staff of the Commissioners office on a daily basis.

EDUCATION AND/OR EXPERIENCE:

Associates Degree in business preferred with two years experience in the administration of a business or public agency, bookkeeping or business administration or any equivalent combination of experience and training.

Required continuing education.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret financial reports and legal documents.

Ability to respond to common inquiries or complaints from regulatory agencies or members of the business community

Ability to effectively present information to public groups or Board Members.

Ability to develop effective working relationships with subordinates and elected officials.

MATHEMATICAL SKILLS:

Ability to work with advanced mathematical concepts applying them to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical forms and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

This work involves performing detailed work, proofreading for errors, notating and utilizing the computer daily.

WORK ENVIRONMENT:

Work is performed generally in an office environment.

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