



APPROVED

CITY OF JONESBORO POSITION DESCRIPTION

POSITION TITLE	Deputy City Clerk	EXEMPTION STATUS	Full Time Non-Exempt
JOB FAMILY	Executive	JOB LEVEL	Grade \$55,000.00 to \$75,000.00
GENERAL POSITION SUMMARY	Under general direction, coordinates with the City Clerk in managing the day-to-day operations of the City Clerk's office.	POSITION RELATIONSHIPS SUPERVISES	N/A
		SUPERVISED BY	City Clerk

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City
- Prepare Council Chambers for all City Council meetings
- Attend and participate in training opportunities and seminars relevant to this position
- Adhere to appropriate City operating procedures, benefit rules, employment, and safety policies/practices

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and implement Special Events of the City Clerk's Office
- Coordinate and conduct City elections; prepare election packets and all forms necessary for candidates to run for office; ensure compliance of election laws, and other duties as directed.
- Research and propose the development of long- and short-range administrative planning, goals, and objectives
- Provides general assistance to the City Clerk **and when absent acts as the City Clerk**
- Prepares and distributes memorandums to Council and drafts letters to appointees
- Provide significant support in the preparation and administration of the assigned department budget
- Attend and participate in City Council meetings; record proceedings; take and transcribe minutes of meetings
- Interprets policies, procedures, and laws as it applies to the office activities
- Responds to inquiries from the public, City Officials, and City staff regarding official City Actions, as well as, functions and processes related to the City Clerk's Office; resolves problems and issues
- Assist with the compilation, preparation, and the edit of the City Council agenda packet including minutes, transcripts and action letters; monitor the agenda collection process, review and distribute Council agenda and documentation packet
- Performs all work duties and activities in accordance with City policies and procedures
- Assist with the ordering of office supplies for City Clerk and City Council
- Maintain Electronic and Original tracking system for contracts, minutes, ordinances, resolutions, and proclamations
- Maintain various filing systems within the Department
- Liaison for Clayton County Daily News
- Maintains records stored onsite and at the off-site facility
- Any other duties as assigned

JOB SCOPE

- Job has recurring work situations involving moderate degrees of discretion. The need for accuracy and effective utilization of accepted programs and procedures is high. Errors in judgment and execution will waste time and resources adversely impacting unit performance. Associate operates independently, but work is verified by supervision.

COMMUNICAHONS/CUSTOMER CONTACT

Contacts are across the entire City community and in a leadership capacity. Community contact is a critical component of success in developing good will and support of City programs and initiatives.

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COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's Degree in Government Studies, Public Administration or a related field preferred
- (3) to (6) years experience in a professional office is required or equivalent skill, knowledge, and experience
- Georgia Notary Public must be obtained within (6 months of hire)
- Possession of, or ability to obtain, a Certified Municipal Clerk certification from the Carl Vinson Institute of Government via Georgia Municipal Clerks Association is required
- Clerk certification must be obtained within (3 years of hire)
- Previous City or County Clerk experience preferred

Knowledge, Skills and Abilities

- Interpret state and local laws, codes, and regulations
- Deal tactfully and diplomatically with government officials, politicians, and the general public
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Communicate effectively, both orally and in writing
- Maintain effective working relationships with other City employees and supervisory staff

Equipment and Applications

- Computers and peripheral equipment
- Operate a variety of standard office equipment
- Designated software applications
- Telephones, faxes, copiers, scanner, and other office equipment

JOB CONDITIONS:

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the associate is:

- Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
- Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds
- While performing the duties of this job, the associate may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- The noise level in the work environment is usually low

ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

DATE

RECOMMENDED BY HUMAN RESOURCES

APPROVED BY SUPERVISOR

APPROVED BY MAYOR DONYA L. SARTOR

DATE CREATED: 07/16/2026

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