

BOARD OF COMMISSIONERS

GARRY W. MEIGGS
Chairman

P. MICHAEL McLAIN
Vice Chairman

SANDRA J. DUCKWALL
CLAYTON D. RIGGS
RANDY KRAINIAK



MICHAEL RENSHAW
County Manager

AMY BARNETT
Assistant Clerk to the Board

JOHN S. MORRISON
County Attorney

RECRUITMENT ANNOUNCEMENT

POSTION: Clerk to the Board/Assistant to the Manager

SALARY: Grade 62 \$31,964.34

LOCATION OF POSITION: County Manager's Office, Camden, North Carolina

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma or GED and considerable experience in local or county government operations and procedures, or equivalent combination of education and experience. Must have a valid driver's license. Previous computer experience a must. Web editing and maintenance experience is preferred.

JOB DESCRIPTION:

Serves as the official legally accountable Clerk to the Board of Commissioners. Performs wide variety of responsible administrative functions in assisting Board of Commissioners and County Manager. Creates and maintains permanent record of Board action. Researches various reports and activities. Assists general public, County officials and other departments by providing and interpreting wide variety of information on general operations and procedures in County government. Works with the County Attorney on a variety of legal matters. Must have considerable knowledge of North Carolina General Statutes and local ordinances governing responsibilities of County Clerks. Fills in for other administrative support staff. Serves as Assistant to the County Manager for variety of administrative support work which requires application of considerable judgment and coordination of work with others. Establishes administrative functions and routines. Must exhibit high level of discretion and application of administrative and office management skills. Handles confidential information. Must have willingness to attend and successfully complete courses from the Institute of Government towards certification as Clerk to the Board and to become certified by the International Institute of Municipal Clerks (IIMC). Position works at the pleasure of the Board of Commissioners.

RECRUITMENT PERIOD: Open until filled

HOW & WHERE TO APPLY: Camden County Application required.

www.camdencountync.gov

OR

NC Dept. of Commerce, Elizabeth City

Job Referral # 10271119

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

P. O. Box 190 ♦ 117 North 343 ♦ Camden, NC, 27921 ♦ Phone (252) 338-1919 ♦ Fax (252) 333-1603

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