

EMPLOYMENT NOTICE

The Early County Board of Commissioners is accepting applications for the position of County Clerk & Financial Officer.

This position performs highly responsible and technical work involving the responsibility of a wide variety of clerical and fiscal activities pertaining to the operation of County government. Employee supervises 1-2 employees and works under the direction of and is responsible to the County Administrator.

County Clerk: serves as Clerk to the Board of Commissioners. Prepare agenda for meeting and writing minutes. Must be able to go to training for certification.

Financial Officer: county budget preparation, assist with payroll, account payable, month-end. Insurance-property & liability, workers compensation. Retirement, disability, death claims. Alcohol license, criminal history. Assumes responsibility of the daily operation.

Desirable qualifications: Thorough knowledge of the principles, practices, and procedures of the various phases of County government, operations, and activities; ability to process and maintain control of records relating to county expenses and expenditures.

Salary negotiable based on education and experience.

The deadline for accepting applications is 5:00 p.m. February 4, 2022. Applications may be obtained at the County Administration Office located at 204 Court Square, Blakely, Georgia or at website www.earlycountyga.org.

The Early County Board of Commissioners does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Drug-free Workplace.

Please run:

January 12,19,&26/February 2, 2022

PO# D-0581