

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

GENERAL OFFICE WORK

ANSWERING PHONE, ASSISTING WALK-INS, ENTERTAINING VISITORS, INFORMATION AND COMPLAINT CENTER FOR THE COUNTY

HAVE PART TIME ASSISTANCE (WORKS 1/2 COUNTY MAYOR & 1/2 SOLID WASTE): WORK IN SOLID WASTE OFFICE WHEN NEEDED

SUPERVISE MAINTENANCE AND JANITORIAL STAFF

RECEIVES ALL CLEANING AND REPAIR REQUESTS, OVERSEES COUNTY BUILDINGS

MAINTAIN OFFICE BUDGET AND LINE ITEMS DIRECTLY GOVERNED BY COUNTY MAYOR

MAINTAIN VACATION AND SICK LEAVE RECORDS FOR COUNTY MAYOR'S EMPLOYEES

REPRESENT COUNTY MAYOR AT MEETINGS AND FUNCTIONS

SERVE ON VARIOUS COMMITTEES AND BOARDS

COLLECTS ANNUAL INVENTORY FROM COUNTY DEPARTMENTS

UPDATE INFORMATION FOR LIABILITY INSURANCE COMPANY

MAINTAIN CONFERENCE ROOM SCHEDULE

MAINTAIN FAIRGROUNDS SCHEDULE

OVERSEES FAIRGROUNDS AND CANNERY

ADA COORDINATOR FOR 'HIE COUNTY

TITLE VI COORDINATOR FOR THE COUNTY FOR THE DEPARTMENT OF MILITARY & GENERAL SERVICES

FILL OUT SURVEYS AND REPORTS THAT ARE NONBUDGETARY

SCHEDULE AND FACILITATE BID OPENINGS

ATTEND ALL PLANNING SESSION AND COMMISSION MEETINGS

ATTEND CONFERENCES WITH COMMISSIONERS

GATHER AND PREPARE ALL ITEMS FOR THE AGENDA FOR PLANNING SESSION & COMMISSION MEETINGS

RESEARCH ISSUES ON COUNTY MAYOR OR COMMISSIONERS REQUEST

ORGANIZE RECEPTIONS

ATTEND COUNTY COMMITTEE MEETINGS AND EXECUTE MINUTES OF THOSE MEETINGS

ADVERTISE FOR: COURTHOUSE CLOSINGS, BIDS, CANNERY INFORMATION ,COMMITTEE MEETINGS, PLANNING SESSION & COMMISSION MEETINGS

RESPONSIBLE FOR COPIER AND POSTAGE METER: METER READS AND FUNDS

NEW EMPLOYEE HIRING: PROFILE, W-4, 1-9, RETIREMENT, MEDICAL, DENTAL, LIFE FOR
COURTHOUSE & ANNEX, SHERIFF DEPARTMENT, FIRE DEPARTMENT, LIBRARY, SENIOR
CENTER AND HEALTH DEPARTMENT

TERMINATE EMPLOYEE: TERMINATE ALL BENEFITS AND ISSUE COBRA FOR DENTAL