

EMPLOYMENT OPPORTUNITY
Gates County, North Carolina

Clerk to the Board / Executive Assistant –Performs highly responsible administrative and office management responsibilities for the Board of County Commissioners and the County Manager.

An employee in this class is responsible for serving as the official legally accountable Clerk to the Board and performs a wide variety of responsible administrative functions in assisting the Board and County Manager. Work involves creating and maintaining a permanent record of Board actions and maintaining historical and current official records. Work also involves researching various reports and activities and assuring that legal board operational processes and procedures are followed. Work for the County Manager includes contract preparation and review, website administration, tracking various projects, and general administration. In addition, the employee assists other departments including finance and emergency management. Work includes the application of considerable judgment and the coordination of work with others. The employee develops office management and calendaring systems and establishes administrative functions and routines. Work requires a high level of discretion and application of administrative and office management skills; often work requires the use and handling of confidential information. The employee is appointed to the Clerk role by the Board of County Commissioners. Work is supervised by the County Manager and is reviewed through conferences, observations, review of completed work, and overall flow of information and work projects completed.

Graduation from a community college with an associate degree in business or public administration, finance, paralegal technology, or related degree and considerable advanced journey level administrative experience; or an equivalent combination of education and experience. Annual Salary Range \$ 35,347 – 54,788.

Complete job description and County Application can be found on the Gates County website (https://gatescountync.gov/index.asp?SEC=406F6734-08BC-45C7-BA9D-63E851A3D8B4&Type=B_JOB). Submit letter of interest, resume, and work-related references along with a completed County Application to: Christy Byrum, PO Box 148, Gatesville, NC 27938; (252) 357-2411 Ext. 1005. Review of applications will begin June 7, 2021. Position is open until filled. Gates County is an equal opportunity employer. E-Verify