

CITY OF HOGANSVILLE, GEORGIA

Deputy City Clerk

Salary: \$49,920 Annually

Department: Administration

Reports To: City Clerk

POSITION SUMMARY

The City of Hogansville is seeking a highly organized, detail-oriented, and customer-focused professional to serve as Deputy City Clerk. This position provides administrative and operational support to the City Clerk while assisting with statutory City Clerk responsibilities, City Council administration, records management, Open Records requests, payroll backup, and administrative personnel functions.

The Deputy City Clerk serves as the primary backup to the City Clerk and plays a vital role in ensuring the efficient daily operation of the City Clerk's Office. The position is responsible for maintaining official records, supporting municipal operations, coordinating administrative processes, and assisting with City-wide initiatives while providing exceptional customer service to internal and external stakeholders.

This position is designed as a professional development opportunity with a planned succession path to the City Clerk position. The successful candidate will receive progressive cross-training in all statutory and operational functions of the City Clerk's Office to ensure continuity of operations during periods of absence, leave, emergencies, or future organizational transitions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

City Clerk Administration

- Assist in preparing and distributing City Council agendas, meeting packets, and supporting documentation.
- Attend City Council meetings and assist with preparing and maintaining official meeting minutes.
- Maintain official City records in accordance with Georgia records retention requirements.

- Process and coordinate Open Records Requests in accordance with the Georgia Open Records Act.
- Maintain ordinances, resolutions, contracts, agreements, and other official legislative records.
- Prepare legal advertisements, public notices, bid advertisements, and meeting notices.
- Coordinate records management, digitization, indexing, and document archiving.
- Assist with board and committee appointments and maintain official membership records.
- Assist with municipal election administration as required.
- Provides administrative assistance for non-employee liability and auto insurance programs by coordinating with insurance agents, managing policy renewals, and ensuring accurate ongoing policy administration.
- Assist in the administration of insurance claims filed against the City, including the intake, review, processing, investigation, and resolution of claims.
- Work with the City Attorney on suits filed against the City and help maintain claim records and documentation.
- Serve as a Notary Public on behalf of the City, if certified.
- Provide exceptional customer service to residents, businesses, elected officials, employees, and outside agencies.
- Assist with special projects and other municipal administrative initiatives.
- Perform general administrative and clerical duties supporting City Hall operations.

Administrative Personnel & Payroll Support

The Deputy City Clerk provides administrative support to the City Clerk in the day-to-day administration of personnel and payroll functions while maintaining appropriate confidentiality.

Responsibilities include:

- Assist with employee orientation activities and employment documentation.

- Serve as backup for payroll processing, including timesheet entry, leave tracking, payroll preparation, and payroll processing.
- Maintain employee training records, certifications, licenses, and continuing education documentation.
- Assist with Open Records Requests involving personnel records in accordance with applicable laws and City policy.
- Assist with employee recognition programs, performance evaluation scheduling, and other administrative personnel initiatives.
- Maintain employment forms, personnel documents, and administrative records.
- Assist in arranging travel, training, and conferences for Mayor, Council, and employees.

This position does not perform personnel decision-making functions and is not responsible for unrestricted access to confidential personnel files, disciplinary investigations, medical records, employee evaluations, or other sensitive Human Resources information except as authorized by the City Clerk or City Manager.

OPERATIONAL CONTINUITY & SUCCESSION PLANNING

The Deputy City Clerk serves as the designated backup to the City Clerk and is an essential component of the City's succession planning strategy.

The successful candidate will receive comprehensive cross-training in all statutory, administrative, records management, payroll support, and operational duties performed within the City Clerk's Office. The Deputy City Clerk is expected to develop the knowledge and experience necessary to independently perform the duties of the City Clerk during periods of vacation, illness, training, emergency, or vacancy, ensuring uninterrupted municipal operations and continued compliance with applicable federal, state, and local laws.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of municipal government operations and office administration principles.

- Knowledge of records management, document retention, and governmental procedures.
 - Knowledge of payroll processing and administrative personnel practices.
 - Knowledge of the Georgia Open Records Act and Georgia records retention requirements preferred.
 - Excellent organizational, analytical, and recordkeeping skills.
 - Strong written, verbal, and interpersonal communication skills.
 - Ability to exercise sound judgment and maintain confidentiality.
 - Ability to establish effective working relationships with elected officials, employees, governmental agencies, and the public.
 - Ability to prioritize multiple assignments and meet deadlines.
 - Strong customer service and problem-solving skills.
 - Proficiency with Microsoft Office Suite, payroll software, financial software, and standard office technology.
 - Ability to learn specialized municipal software systems.
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MINIMUM QUALIFICATIONS

- High school diploma or GED required.
 - Associate degree in Public Administration, Business Administration, Office Administration, Human Resources, or a related field preferred.
 - Two (2) years of progressively responsible administrative, governmental, payroll, records management, or related experience preferred.
 - Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.
 - Ability to obtain Notary Public certification within six (6) months of employment.
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PREFERRED QUALIFICATIONS

- Experience working in municipal or local government.

- Experience with City Clerk operations or public administration.
 - Experience preparing City Council agendas, minutes, ordinances, and official records.
 - Experience with records management and public records administration.
 - Experience providing payroll or administrative personnel support.
 - Knowledge of Georgia municipal government operations.
 - Certified Municipal Clerk designation or willingness to pursue certification.
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PROFESSIONAL DEVELOPMENT

The City of Hogansville is committed to developing future municipal leaders while ensuring operational continuity and preserving institutional knowledge.

This position is intended to provide progressive training and mentorship in all aspects of City Clerk operations. Through increasing responsibility and hands-on experience, the Deputy City Clerk will develop the knowledge, skills, and experience necessary to effectively perform the statutory duties of the City Clerk and may be considered for future advancement opportunities within the organization.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, walk, bend, and lift up to 25 pounds.
 - Ability to operate standard office equipment.
 - Ability to attend evening meetings as required.
 - Ability to travel occasionally for training and professional development.
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DISCLAIMER

This job description is intended to describe the general nature and level of work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Employees may be required to perform other duties as assigned.

