

EDGEFIELD COUNTY
Clerk to Council

The Edgefield County Council is seeking qualified applicants for the position of Clerk to Council. Job requirements include recording and filing ordinances, resolutions, petitions and other legal documents; attending all regular, special and called meetings of the County Council; record and transcribe minutes of County Council meetings; maintain custody of the Count Seal, minutes books and Code of Ordinances; attest and certify official documents on behalf of County Council; assist in preparation of reports, correspondence and other materials for council members; schedule speaking engagements for council members; advertise meetings, public hearings and legal notices; receive and handle council phone calls and mail; perform background research; coordinate citizen requests; responsible for follow-up actions such as contracts, easements, leases, bonds, ordinances and resolutions; maintain information on Board appointments; serves as the County's IT officer; performs other duties as may be prescribed by the County Administrator or County Council. The ability to understand and apply the rules, regulations, procedures and operations of county government and county council; knowledge of county laws, policies, codes and regulations; the ability to establish and maintain effective working relationships with superiors, peers, subordinates and the general public; the ability to take and transcribe the minutes of council meetings; considerable knowledge of grammar, spelling and punctuation; the ability to deal with confidential data is essential. Salary will depend on qualifications and experience. Edgefield County conducts pre-employment drug testing as well as criminal and DMV background checks. Applications may be obtained at the Edgefield County Government Building, 124 Courthouse Square, Edgefield, SC or at www.edgefieldcounty.sc.gov

EQUAL OPPORTUNITY EMPLOYER