



OGLETHORPE COUNTY

Board of Commissioners

JAY PAUL, CHAIRMAN
JOSH HAWKINS, ADMINISTRATOR
AMY P. FORRESTER, CLERK

P.O. Box 261
Lexington, Georgia 30648
Phone 706-743-5270
www.oglethorpecountyga.gov

David R. Clark
Howard Sanders
Andy Saxon
Will Brown
Tracy Norman

Job Posting

Oglethorpe County
Board of Commissioners

Position Title: Deputy County Clerk
Supervisor: County Clerk
Salary: Compensation is commensurate with experience and qualifications
Excellent comprehensive benefits package
Posted: January 17, 2024
End Date: Open until filled

This position performs administrative duties associated with the Board of Commissioners' Office. Duties frequently include accounting, records keeping, data entry and account reconciliation. The office's scope of work includes payroll, purchasing, accounts payable, accounts receivable, employee benefits administration, insurance claims, tracking and billing for various capital projects. May further include attendance of Board of Commissioners meetings.

Ideal candidates:

- *Are comfortable using computers and learning software applications
- * Have strong math skills
- *Proof their own work for completeness and accuracy
- *Can adapt to changing work conditions
- *Have strong interpersonal skills and enjoys working as a team

Application can be obtained at: <https://www.oglethorpecountyga.gov/job-opportunities>
Please submit by email to: forrester@oglethorpecountyga.gov or by mail to:
Oglethorpe County BOC
c/o A Forrester
P O Box 261
Lexington, GA 30648