

Town of Talking Rock
4675 Hwy 136 W
Talking Rock GA 30175
706-253-5515

Duties of the Town of Talking Rock Town Clerk.

MAJOR DUTIES:

- Ensures that the laws of the State of Georgia, ordinances, resolutions, rules and regulations of the Town are faithfully executed and enforced.
- Prepares agendas and attends meetings of the Mayor and Council and recommends for adoption any measure deemed expedient.
- Receives all invoices and prepares payment with approval of the Mayor
- Prepares and presents reports to Mayor and Council from time to time upon the affairs of the Town and keeps the Mayor and Council fully advised of the Town's financial status and its future financial needs.
- Initiates consultation with the appropriate State, Federal and Local department or agency heads as directed by the Mayor.
- Attend meetings as directed by the Mayor.
- Prepares and submits a recommended annual budget to the Mayor and Council, and amendments thereto.
- Obtains legal counsel, advisement and opinion of the Town Attorney concerning any matter affection the interest of the Town.
- Issues business license with approval of the Council.
- Prepare property tax bills.
- Handles all reservations for the Town Park pavilion and Community room.
- Assist the Talking Rock Heritage Days committee with reservations, obtain necessary State permits, advertising and opening day check in.
- Handles media request as required.
- Must work at least 12 hours per week
- Pay will be \$800.00 per month

This contract is in effect for 1(one Year) from date below.

_____ Date _____