

2013 Wage and Salary Survey Job Descriptions

| JobTitle | Description |
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| Accountant | Responsible for maintaining accounting systems; requires bachelor's degree (entry level professional). |
| Accounting Clerk | Responsible for performing routine clerical accounting and bookkeeping tasks. |
| Accounting Technician | Performs responsible accounting work in maintaining all governmental financial records. Balances books and compiles reports to show such information as cash receipts and expenditures and accounts payable and receivable. |
| Administrative Secretary | Performs responsible and some complex clerical work of an administrative nature. Work requires the use of independent judgment, initiative, and discretion based on knowledge of administrative procedure. Supervision over others may be exercised. |
| Airport Manager | Performs technical, administrative, and supervisory work in the operation of a airport. |
| Animal Control Director | Performs professional and skilled work in supervising and coordinating work activities of other workers who are responsible for the apprehension and care of animals. |
| Animal Control Officer | Performs skilled work in the apprehension and care of animals found in violation of animal control ordinances. |
| Animal Shelter Administrator | Administers animal shelter and animal care operations including supervising paid staff and volunteers and planning, organizing, and coordinating the shelter programs. |
| Appraisal Technician | Provides technical and clerical support to the tax assessor's department. |
| Appraiser (Personal Property) | Locates and appraises personal property in order to assist with the development and documentation of the county tax digest. |

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| Appraiser (Real Property) | Locates and appraises residential and commercial property in order to assist with the development and documentation of the county tax digest. |
| Assistant Chief, Fire Department | Performs highly responsible technical, supervisory, and administrative work in assisting the direction of the Fire Department. |
| Assistant Chief, Police Department | Performs highly responsible technical, supervisory, and administrative work in directing the activities of the Police Department. |
| Assistant City Clerk | Helps perform the duties of City Clerk. |
| Assistant City Manager | Assists City Manager in administration of city government which may include managing certain departments, functions, and special projects. |
| Assistant County Clerk | Helps perform the duties of County Clerk. |
| Assistant County Manager | Assists County Manager in administration of county government which may include managing certain departments, functions, and special projects. |
| Assistant District Attorney | Assists the District Attorney in representing the state in all cases in superior court and all cases taken up from the superior courts to the court of appeals and the supreme court. |
| Automotive Mechanic (Administrative) | Repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. |
| Automotive Mechanic (Public Safety) | Analyzes malfunctions and repairs, rebuilds and maintains fleet automobiles. |
| Automotive Mechanic (Public Works) | Analyzes malfunctions and repairs, rebuilds and maintains fleet automobiles and light trucks. |
| Bailiff | Responsible for duties related to processing of persons under court direction. |
| Budget Analyst | Responsible for maintaining accounting records and assists in developing expenditure and revenue estimates for department. Submits annual budget requests and assists in planning and developing budget for department. |

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| Building Inspector | Performs technical work by inspecting new and existing buildings and structures to enforce conformance to building codes, grading, and zoning laws. Approves plans, specifications, and standards. |
| Building Inspector Director | Directs municipal building inspection program and conducts complex inspections to determine whether relevant codes and regulations are met. |
| Captain, Fire Officer | Directs and coordinates activities of firefighters during an assigned shift by conducting roll call, relaying orders and messages from superiors, recording information, and participating in training. Also leads subordinates in performance of duties at a fire. |
| Captain, Police Department | Directs and coordinates activities of police patrol officers by conducting roll call, relaying orders and messages from superiors, and recording information; identifies arrested suspects in logbook and advises prisoner of charges. Also assists subordinates in performance of duties during an assigned shift. |
| Captain, Sheriffs Office | Directs and coordinates activities of county sheriff's deputies by conducting roll call, relaying orders and messages from superiors, and recording information; identifies arrested suspects in logbook and advises prisoner of charges. Also assists subordinates in performance of duties during an assigned shift. |
| Cashier/Customer Service Representative | Receives, disburses, and records monetary transactions for public utilities or other services. May also post data to accounts, balance receipts and disbursements, and prepare bank deposit slips. |
| Chief Appraiser | Plans, organizes, supervises, and directs the accurate appraisal of real and personal property and the activities of subordinate personnel. |

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| Chief Deputy Sheriff | Directs and coordinates activities of county sheriff's office, which may include scheduling work assignments and deployment of manpower in patrol division and transmitting orders to subordinate officers for execution; develops office procedures to serve as guidelines for proper conduct of patrol division activities, based on legal information and previous law enforcement experience. |
| Chief Deputy Tax Commissioner | Performs responsible supervisory work in assisting in the direction of the Tax Commission office. |
| Chief Jailer/Jail Administrator | Supervises and coordinates the work activities of jail staff. |
| Chief Registrar | Responsible for overseeing voter registration operations. |
| Chief, Fire Department | Plans, directs, organizes, and coordinates the activities of a fire department. |
| Chief, Police Department | Plans, directs, organizes, and coordinates the activities of municipal police department in accordance with authority delegated by Mayor and Council. |
| City Attorney (Staff Position) | Responsible for all legal affairs for the city. |
| City Clerk | Acts as clerk to City Council or Mayor, maintains all records and documents, receives and disburses funds, usually supervises other office workers. |
| City Manager/Administrator | Directs and coordinates administration of city government in accordance with policies determined by city council or other authorized elected official. Appoints department heads and staff as provided by local ordinance. Prepares annual budget and submits estimates to authorized elected officials for approval. |

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| Civil Engineer | Plans, designs, and directs construction and maintenance of structures and facilities such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. (Requires a degree in civil engineering.) |
| Clerk Typist | Performs routine clerical tasks to include compiling data and operating a typewriter or personal computer in maintaining records and reports. |
| Code Enforcement Officer | Performs technical level work in ensuring that all codes and ordinances are adhered to throughout jurisdiction. |
| Communications Director | Directs the operations, development, and implementation of policies and procedures and the administration and management of the Communications Department. |
| Computer Operator | Responsible for day-to-day computer operations and for creating and maintaining back-up files for all mainframe computer-based applications and operating systems. |
| Computer Programmer | Responsible for providing computer-based services by writing or developing computer programs or routines in a computer language or code for the government's departments. |
| Coroner | Responsible for holding an inquest into the cause of death of a person. |
| Corporal, Police Department | Performs law enforcement and some routine investigative work. May train entry-level police officers and serve as a lead officer on special assignments. |
| Corporal, Sheriffs Office | Performs law enforcement and some routine investigative work. May train entry-level deputies and serve as a lead officer on special assignments. |
| Corrections Officer | Supervises inmates in county penal institution in accordance with established policies, regulations, and procedures, which may include preparing written reports concerning incidences of inmate disturbances or injuries. |

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| Councilmember, City Council | Person elected by the public to make policy decisions and pass legislation to govern the health, welfare, and safety of the city's residents. |
| County Attorney (Staff Position) | Responsible for all legal affairs for the county. |
| County Clerk | Acts as clerk to Commission Chairman or Board or Sole Commissioner; maintains all records and documents; receives and disburses funds; usually supervises other office workers. |
| County Commission Chairperson (Full-time) | Responsible for the daily administration of county affairs. |
| County Commission Chairperson (Part-time) | Responsible for the daily administration of county affairs. |
| County Commissioner | Responsibilities include directing and controlling all property of the county according to the law. |
| County Manager/Administrator | Directs and coordinates administration of county government in accordance with policies determined by Commission, Board, or other authorized elected official. Appoints department heads and staff as provided by local law or ordinance and prepares annual budget. |
| Court Reporter | Records, transcribes, and maintains records of court proceedings. |
| Crew Leader | Performs skilled and unskilled work of a varied nature in a lead worker capacity. |
| Custodian (Janitor) | Performs routine and light cleaning duties in and/or around government buildings. |
| Data Entry Clerk | Performs responsible detailed clerical work inputting information into the computer. This is an entry level position for which detailed and specific instructions are provided in carrying out responsibilities. Supervision over others is not exercised. |
| Deputy Registrar | Purges and maintains voter registration list, registers citizens to vote, and maintains associated records and files. |

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| Deputy Sheriff | Maintains law and order throughout the county and serves legal processes of courts. Also transports or escorts prisoners between courtrooms, prison, and medical facilities. May operate radio to deliver instructions to patrol unit. |
| Deputy Warden | Assists in the administration and operation of employees and inmates at a county penal facility. |
| Detention Officer | Supervises prisoners in station or jail, assuming responsibilities for all needs of prisoners during detention. May prepare arrest records identifying prisoner and charge assigned. |
| Dispatcher | Operates radio and telephone equipment to receive, process, and dispatch calls to police, fire, emergency ambulance, or civil defense services. Usually required to maintain a log of calls for service. |
| Dispatcher/Jailer | Maintains security of prisoners during their detention and operates radio and telephone receiving and dispatching calls to the appropriate department and/or person. |
| District Attorney | Represents the state in all cases in superior court and all cases taken up from the superior courts to the court of appeals and the supreme court. |
| Downtown/Better Hometown/Main Street Manager | Directs and coordinates downtown development, Better Hometown, and/or Main Steet program. |
| E-911 Director | Manages E-911 system/call center and supervises E-911 operators. |
| E-911 Operator | Responsible for answering emergency calls and dispatching appropriate personnel to the correct location. |
| Economic Development Director | Coordinates/carries out planning, business and industry recruitment and retention, redevelopment, and other economic development-related activities for a local government. |
| Elections Supervisor/Coordinator | Performs specialized and responsible work in preparation for and execution of county elections. |

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| Electric Groundworker | Operates line truck, digger derrick, aerial truck, trencher/backhoe to prepare for installation of electric lines; sets, grounds, pulls, and tamps poles and digs holes. |
| Electric Lineman | Installs, constructs, and maintains overhead and underground electric lines. |
| Electric Superintendent/Manager | Performs technical and supervisory work in directing all the operations and maintenance of jurisdiction's electric utility. |
| Electric Technician | Performs energy audits; reads meters and records data; tests and repairs or replaces meters; other related duties where applicable. |
| Emergency Management Director | Responsible for organization, administration, and operation of the county emergency management unit. |
| Emergency Medical Services Director | Directs emergency medical service program, coordinates activities of persons involved in rescue, care, and transportation of catastrophe/accident victims. |
| Emergency Medical Technician (EMT) | Provides emergency care and operates specialized medical equipment before, during, and after the transport of patients to emergency facilities. This title covers all certification levels including EMT-Basic, EMT, Cardiac Technician, and Paramedic. |
| Engine Operator/Driver, Fire Department | Drives fire fighting vehicle to fire scene and conducts pumping operations to assist in fire fighting. |
| Evidence Clerk/Technician | Responsible for securing, organizing, and storing crime evidence and/or seized property. |
| Finance Director | Responsible for the overall administration of the finance department and coordinates all financial activities for the county or city manager and/or chief elected official. |
| Fire Marshal | Plans, manages, and coordinates fire prevention and fire investigation activities of the fire department. |

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| Firefighter | Controls and extinguishes fires, protects life and property, and maintains equipment. Performs assigned duties in maintaining apparatus, quarters, buildings, equipment, grounds, and hydrants. Note: This is an entry level position and does not include Engine Driver. |
| Firefighter/EMT | Controls and extinguishes fires, protects life and property, maintains fire equipment and facilities, and provides emergency care and operates specialized medical equipment before, during, and after the transport of patients to emergency facilities. |
| Gas Construction Worker | Installs new gas mains, lines, and taps. Where applicable, duties can include leak detection, maintenance, and repair and installation of new meters and regulators. |
| Gas Distribution Technician | Maintains gas service mains and lines including cathodic protection, leak detection, installation of residential and commercial regulators and meters, and determining location of lines. |
| Gas Superintendent/Manager | Performs technical and supervisory work in directing all the operations and maintenance of jurisdiction's gas utility. |
| Groundskeeper | Performs routine cleaning and maintenance duties around public buildings and parks such as mowing lawns, trimming hedges, weeding flowerbeds, etc. |
| Heavy Equipment Mechanic | Analyzes equipment malfunctions; repairs, rebuilds, and maintains construction equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools. |

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| Heavy Equipment Operator | Responsible for the operation of various heavy equipment such as track-mounted crane, twelve-yard dump truck, concrete mixer, power shovel, drag line, bulldozer, large excavator, street sweeper, backhoe, and/or front-end loader for a variety of construction-, demolition-, and solid waste-related duties. |
| Information Systems/Technology Director | Responsible for managing information systems activities and ensuring government's computers, networks, and information systems are efficient, functional, technically sound, and up to date. |
| Information Systems/Technology Specialist | Assists Information Systems Director in ensuring government's computers, networks, and information systems are efficient, functional, technically sound, and up to date. |
| Investigator/Detective, Police Department | Performs investigations in the police department to solve or prevent crimes. Examines crime scenes to obtain clues and gather evidence that may lead to a conviction. |
| Investigator/Detective, Sheriffs Office | Performs investigations in the sheriff's office to solve or prevent crimes. Examines crime scenes to obtain clues and gather evidence that may lead to a conviction. |
| Juvenile Court Judge | Hears all cases involving allegations of deprivation of children under the age of eighteen, or unruly conduct, delinquency, or traffic violations concerning children under the age of seventeen found within a given jurisdiction. |
| Keep Georgia Beautiful (KGB) Executive Director | Manages all aspects of local government's Keep Georgia Beautiful program. |
| Laborer | Performs unskilled manual tasks which may require the use of simple hand tools or involve performing varied all-weather tasks in collection and disposal of solid waste. May also act as site attendant at solid waste and recycling centers. |
| Landfill Inmate Supervisor | Supervises the work of inmates in the operation of light and heavy equipment. |

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| Landfill Manager, Certified | Responsible for the safe operation and supervision of the landfill facility, including equipment and supply maintenance. Must be certified. |
| Librarian | Performs routine and complex clerical and administrative work in the operation of a municipal library. |
| Lieutenant, Fire Officer | Performs fire fighting responsibilities according to NFPA 1021 and emergency care duties. Responsible for the daily operation of a fire station, supervising a shift with activities associated with hydrant maintenance, fire pre-plans, and inspection of industrial complexes and record keeping. |
| Lieutenant, Police Department | Directs and coordinates activities of police patrol officers by conducting roll call, relaying orders and messages from superiors, and recording information; identifies arrested suspects in logbook and advises prisoner of charges. Also assists subordinates in performance of duties during an assigned shift. |
| Lieutenant, Sheriffs Office | Directs and coordinates activities of county sheriff's deputies by conducting roll call, relaying orders and messages from superiors, and recording information; identifies arrested suspects in logbook and advises prisoner of charges. Also assists subordinates in performance of duties during an assigned shift. |
| Light Equipment Operator | Responsible for the operation of various light equipment such as tractors, moving equipment, trucks, and rubber-tired backhoes. |
| Magistrate Court Chief Judge | Presides over county magistrate court cases as specified in Georgia Constitution. |
| Magistrate Court Chief Judge (Appointed) | Presides over county magistrate court as specified in Georgia Constitution; where applicable, appoints other magistrate court judges with consent of superior court judges. |

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| Magistrate Court Clerk | Performs clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the Magistrate Court. |
| Magistrate Court Judge | Where applicable, appointed by Magistrate Court Chief Judge; presides over county magistrate court cases as specified in Georgia Constitution. |
| Maintenance Superintendent | Performs responsible technical and administrative work in repair, cleaning, and remodeling of public buildings. |
| Maintenance Worker | Performs general maintenance work including repair, cleaning, and remodeling of government buildings. |
| Major, Police Department | Directs and coordinates activities of police patrol officers by conducting roll call, relaying orders and messages from superiors, and recording information; identifies arrested suspects in logbook and advises prisoner of charges. Also assists subordinates in performance of duties during an assigned shift. |
| Major, Sheriffs Office | Directs and coordinates activities of county sheriff's deputies by conducting roll call, relaying orders and messages from superiors, and recording information; identifies arrested suspects in logbook and advises prisoner of charges. Also assists subordinates in performance of duties during an assigned shift. |
| Mapper/Cartographer | Prepares and revises maps either manually or with computer-based programs. |
| Marketing Specialist | Responsible for marketing and advertising operations, liaison to media, and coordinator of activities designed to promote government's programs and endeavors. |
| Mayor | The chief magistrate of a city; responsibilities include ensuring that city departments run smoothly, helping to build a sense of community, and providing leadership and services to municipal citizens. |

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| Mayor Pro Tem | Performs duties of Mayor in Mayor's absence. |
| Medical Examiner | In coordination with Coroner, performs post-mortem examinations or autopsies for persons dying 1) as a result of violence, suicide, or casualty; 2) suddenly when in apparent good health; 3) when unattended by a physician; or 4) in any suspicious or unusual manner. |
| Meter Reader | Reads electric or water consumption meters and records volume used by residential and commercial consumers. May also report complaints or irregularities by consumer either verbally or on forms for necessary action by servicing department. |
| Municipal Court Clerk | Performs clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the Municipal Court. |
| Municipal Court Judge (Appointed) | Presides over cases involving state traffic offenses, city ordinance violations, and misdemeanors which occur within the city limits. |
| Municipal Court Judge (Elected) | Presides over cases involving state traffic offenses, city ordinance violations, and misdemeanors which occur within the city limits. |
| Municipal Court Solicitor | Represents the municipality in all cases involving state traffic offenses, city ordinance violations, and misdemeanors which occur within the city limits. |
| Network Administrator | Manages computer network; installs and implements shared network resources; maintains, enhances, and monitors software applications and networks computers; provides advanced level network support for file servers and other server/host systems. |
| Patrol Officer, Police Department | Patrols assigned area on foot, using motorcycle, car, or on horseback, to control traffic, prevent crimes or disturbances of peace, and arrest violators. |

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| Patrol Officer, Sheriffs Office | As a member of the county sheriff's office, patrols assigned area on foot, using motorcycle, car, or on horseback to control traffic, prevent crimes or disturbances of peace, and arrest violators. |
| Payroll/Insurance Technician | Performs duties in the preparation of payroll and required reports. Assigns monthly Workers Compensation expenditures to proper departments and assists with COBRA coverage for ex-employees. |
| Personnel Analyst | Performs a variety of routine and complex administrative, technical, and professional work in analyzing and administering various components of the personnel system including job analysis, compensation analysis, applicant screening, examination, selection, labor relations, and training. |
| Personnel Director | Formulates and carries out policies relative to personnel administration and conducts programs concerning employee recruitment, selection, training, development, retention, promotion, compensation, benefits, and occupational safety. |
| Personnel Technician | Performs routine clerical work in the compilation and maintenance of personnel records. Records may include promotions, discharges, wage scales, training status, and salaries. May also be responsible for conducting orientation session with new employees. |
| Planner | Performs technical work associated with zoning, enforcement of codes and ordinances, historic preservation planning, transportation planning, environmental planning, and/or community planning. |
| Planning and Development Director | Performs department-head level supervisory and technical work associated with zoning, enforcement of codes and ordinances, and issuing permits and licenses. |

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| Probate Court Clerk | Performs responsible and independent clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the Probate Court. |
| Probate Court Judge | Official charged with the performance of judicial, ministerial, and clerical duties. |
| Probation Officer | Manages a caseload of probationers; identifies and monitors risk, ensures compliance with sentence, encourages positive behavioral change; provides direction, service, and information to court. |
| Public Safety Director | Responsible for providing leadership and direction to the Public Safety Department in the development and provision of quality police, fire, emergency medical, and emergency management services to facilitate the protection and well-being of residents. |
| Public Works Superintendent | Plans, directs, organizes, and coordinates work in the street, sanitation, water and sewer collection and treatment shop or garage departments. Prepares preliminary budget for department and attends commission meetings to present budgets, activity reports, and plans for future activities. |
| Purchasing Director | Performs specialized administrative duties: including purchasing supplies, materials, and equipment of the desired grade and quality at prices most favorable to the government. Works closely with department heads in figuring cost and selecting vendor. |
| Receptionist | Answers telephone and directs calls to appropriate department or staff, answers or refers inquiries, greets and directs visitors, and notifies personnel of visitors' arrival. May also maintain telecommunications system. |
| Records Clerk | Maintains records for monthly statistical reports; enters all citations written by police officers into computer; and provides authorized personnel with information from NCIC/GCIC computer network. |

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| Recreation Director | Plans, promotes, organizes, and administers public recreation activities and services for entire community under policies established by the board of commissioners or city council. Selects, develops, and supervises paid staff and volunteers. Prepares budget and directs expenditure of department funds and keeping of department records. |
| Recreation Maintenance Worker | Performs a wide range of maintenance responsibilities of routine to moderate difficulty, including the operation of various types of equipment in the recreation department. |
| Recreation Specialist | Responsible for planning and supervising various recreational programs for youth and adults (entry level professional position). |
| Recycling Manager/Supervisor | Develops standards to assure that recycled materials collected are processed to prevent contamination. Studies, analyzes, and prepares reports related to recycling collection, processing, and marketing. Develops, implements, and monitors programs for waste reduction, recycling, and education in local community; serves as liaison to governmental agencies, public officials, and the general public. |
| Refuse/Recycling Collection Supervisor | Plans, organizes, schedules, assigns, and reviews the work of crews working on assigned routes and inspects routes for problem areas and completion. |
| Refuse/Recycling Collector | Collects recyclables/refuse on designated routes, starts hoisting device that raises refuse bin attached to rear of truck, and dumps contents. |
| Refuse/Recycling Route Supervisor/Lead Truck Driver | Plans, organizes, and supervises the work of employees engaged in garbage, trash, and litter pickup. Inspects routes for problem areas and completion. |
| Refuse/Recycling Truck Driver | Operates heavy automotive equipment used in the collection of refuse. Assigned to collection routes and responsible for the maintenance of proper collection on the routes. |

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| Road Crew Supervisor | Supervises a crew of workers in the construction and repair of streets, roads, bridges, and related facilities. |
| Roads and Bridges Superintendent | Performs responsible managerial, administrative, and technical work in the construction and repair of streets, roads, bridges, and related facilities. |
| Sanitation Superintendent | Directs and coordinates work of subordinate personnel engaged in installing, maintaining, repairing, servicing, and relocating sewerage facilities. |
| Scale House Attendant | Responsible for computerized weighing and printing of landfill scale tickets; and inspects all trash entering the landfill. |
| School Resource Officer | Responsible for performing tasks and operations related to assuring student safety in the processes of conducting school classes and special events. |
| School Superintendent | Responsible for the leadership, administration, and management of the total school system |
| Secretary | Performs routine to moderately difficult duties which may include typing, filing, collecting and recording monies, records maintenance, answering the telephone, composing correspondence, or taking dictation in shorthand or by machine. |
| Senior Center Director | Administers senior center including selecting and supervising paid staff and volunteers and planning, organizing, and coordinating recreation programs for senior adults. |
| Senior Center Van Driver | Operates van to pick up and transport senior citizens to various locations throughout the jurisdiction, performs preventive maintenance on van(s), maintains trip and mileage reports, and assists passengers with getting in and out of vehicle. |
| Senior Data Entry Clerk | Performs responsible detailed clerical work inputting and printing real and personal property information into the CRT terminal. Responsible for training and supervision of entry level operators. |

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| Sergeant, Police Department | Responsible for the direction and supervision of law enforcement activities performed by a group of county police officers during a particular shift or assignment. |
| Sergeant, Sheriffs Office | Responsible for the direction and supervision of law enforcement activities performed by a group of deputies during a particular shift or assignment. |
| Sewage Treatment Plant Superintendent | Performs technical and supervisory work in directing all the operations and maintenance of sewage treatment plants. |
| Sewer System Supervisor | Directs and coordinates work of subordinate personnel engaged in installing, maintaining, repairing, servicing, enlarging, and relocating sewage facilities. Determines need for material and equipment required to complete projects, such as type and size of pipes, fittings, cranes, bulldozers, welders or trenching machines. |
| Sheriff | Responsible for executing and returning the processes and orders of the courts. Has the right and duty to enforce the laws enacted for the protection of the lives, property, health, and morals of the people. |
| Sole Commissioner (County) | Responsible for the daily administration of county affairs. |
| Solicitor | Presents various government cases information to courts. |
| Solid Waste Manager | Provides overall direction for all solid waste activities and facilities by developing, directing, organizing, and coordinating solid waste programs, facilities, education, and planning. Responsible for compliance with state and federal solid waste regulations. |

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| State Court Administrator | Provides administrative support to the State Court including budget formulation and implementation, purchasing, personnel records, and management of the jury system. Also serves as liaison between the court and the other departments of county government, public sector, media and other levels of government. |
| State Court Chief Deputy Clerk | Assists State Court Clerk in performing clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the State Court. |
| State Court Clerk | Performs all administrative functions of the State Court as prescribed by law and court rules including maintaining accurate and complete records of all court proceedings including traffic offenses, misdemeanors and certain civil actions and receiving and disbursing all money of the court. |
| State Court Judge | Presides over state court cases as specified in O.C.G.A. § 15-7-4. |
| State Court Solicitor | Represents the state in all criminal cases; files accusations and prosecutes all triable criminal cases; argues any criminal cases on appeal from State Court. |
| Superior Court Clerk | Responsibilities include maintenance of court records and registration of property transactions. |
| Superior Court Deputy Clerk | Assists Superior Court Clerk in performing clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the Superior Court. |
| Superior Court Judge | Has original, exclusive, or concurrent jurisdiction of all civil and criminal cases granted by the constitution and laws. |
| Surveyor | Duties include surveying county and district lines, conducting other surveys for the county, and maintaining plats of all surveys made. |

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| Tag/Tax Clerk | Performs clerical tasks associated with the selling of motor vehicle tags and the collection of property taxes; maintains records of same. |
| Tax Commissioner | Responsibilities include exercising duties of the combined offices of tax receiver and tax collector. |
| Tax Specialist (Motor Vehicle) | Performs specialized and responsible tasks associated with motor vehicle titles, registrations, insurance compliance, ad valorem taxes, and sales tax collections. Must have GRATIS security access. |
| Tax Specialist (Property) | Performs specialized and responsible tasks associated with collection of property taxes, homestead exemptions, and mobile homes. Reconciles daily cashbook reports. |
| Transit Driver | Operates para-transit or mass transit vans/buses for municipal or county-operated transit system. |
| Truck Driver | Operates light or automotive equipment to include automotive equipment with mower, pick-up, flatbed truck, small dump truck or small trencher. May perform a variety of manual tasks in connection with such operations. May also operate heavy construction equipment but at the lowest skill level. |
| Visitor Center Manager | Administers visitor center including supervising paid staff and volunteers and planning, organizing, and coordinating center programs benefiting tourists and organizations promoting tourism, conventions and trade shows. |
| Visitor Center Specialist | Visitor Center staff person responsible for a variety of center duties which may include stocking displays, greeting the public, distributing information, transporting visitors to events, and other such duties as needed to carry out the functions of the |
| Warden | Directs the administration and operation of employees and inmates at a county penal facility. |

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| Water/Wastewater Lab Technician | Collects water/wastewater samples and performs standardized analytical tests; related work as required. |
| Water/Wastewater Superintendent | Directs and coordinates all activities or workers engaged in the installation, maintenance, repair, and relocation of water and sewer distribution systems. |
| Water/Wastewater Treatment Plant Manager | Responsible for managing and supervising the operations of a water or wastewater treatment plant. |
| Water/Wastewater Treatment Plant Operator | Responsible for operating or assisting in the operation of a water filter plant or processing of wastewater through a sewage treatment plant. Must hold appropriate state certifications. |
| Zoning Administrator | Performs professional work promoting, facilitating, and coordinating planning, zoning, and development activities for the jurisdiction; and performs related duties as required. |