

CHIEF CLERK

Department - Commissioners
Supervisor - County Commissioners
Date Revised – May 2026

Job Statement

The Chief Clerk serves as the principal administrative officer of Huntingdon County and the chief executive support to the Board of County Commissioners, directing the day-to-day operations of the county offices.

Job Duties/Responsibilities

Duties and responsibilities include but are not limited to:

- Serving as the senior-most liaison between the Commissioners' Office and elected row officers, department heads, judges, state and federal agencies, municipalities, vendors, and the general public.
- Conducting general oversight of the fiscal, election, and administrative staff of the Commissioners' Office.
- Assists department heads in resolving operational and personnel problems.
- Reviews management operations, methods, and policies regularly to improve county operations.
- Conducting research and providing briefings to the Commissioners on initiatives, programs, legislation, and operational matters affecting the county.
- Maintaining county compliance with various local, state, and federal laws.
- Attending and preparing minutes for the Commissioners' Public Meetings, Retirement Board, Salary Board, Department Head Meetings, Safety and Security Meetings, and Prison Board Meetings.
- Serving as County Election Director, overseeing all aspects of the election process.
- Serving as Human Resource/Personnel Director
 - o Administering and maintaining personnel files and protecting the confidentiality of employee information
 - o Administering employee benefit programs
 - o Participating in union contract negotiations
 - o Preparing and maintaining records for and participating in hearings related to unemployment claims
 - o Participating in all disciplinary actions for employees of county offices not overseen by an Elected Official
- Facilitating the annual county single audit.
- Responsible for bidding and procuring of major purchases, contracts, etc.
- Serving as Secretary of the Retirement Board and administering, maintaining and processing all employee retirement accounts and preparing various end of year reports.
- Serving as a voting member of the following boards and committees: Information Technology Committee, Safety and Security Committee, Records Improvement Committee, Retirement Board, and any other as directed by the Board of Commissioners.
- Maintaining Commissioners' appointment schedule and correspondence.

- Preparing and tracking Resolutions, Proclamations, and Ordinances
- Overseeing administration of the Liquid Fuels records.
- Serving as part-time Risk Manager
 - o Submitting and tracking all workers' compensation claims.
 - o Preparing all supporting documentation and evidence for any hearings related to workers' compensation claims.
 - o Identifying, documenting, and directing resolution of risks to employees and members of the public.
 - o Monitoring all property and liability claims and working with Department Heads and Elected Officials to mitigate losses.
 - o Serving as Fleet Manager, to include serving as the first point of contact after an employee injury/vehicle accident. Maintaining all insurance policies and insurance documentation. Managing the Fleet Employee/Vehicle Safety Program. Reporting and monitoring auto claims to mitigate losses.
 - o Working with the producer to review and renew insurance policies.
- Assists with the compiling of information from departments for the preparation of the Annual County Budget.
- Attending all scheduled trainings and conferences as directed.

Job Specifications

Education: Bachelor's degree in Business Administration, Public Administration, Human Resources, or a closely related field required.

Experience: Minimum of five years of progressively responsible senior-level administrative experience, with substantive responsibility in budgeting and fiscal management, human resources administration, and supervision of professional staff.

Equivalent combination of education, certification, and demonstrated experience will be considered.

Knowledge, Skills, and Abilities

- Knowledge of the County Code, the Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act, Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), and the Pennsylvania County Pension Law.
- Knowledge of governmental accounting, internal controls, audit procedures, and budgetary practices.
- Comprehensive understanding of human resources practices, employment law, benefits administration, and labor/union relations.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to work independently with limited oversight, exercise sound judgment, handle multiple priorities, and meet deadlines under pressure.
- Strict confidentiality regarding personnel matters, executive sessions, and protected information.

Additional Requirements

- Must successfully pass a criminal background check and pre-employment drug screening.
- Must be willing and able to travel to attend trainings, conferences, and meetings, including occasional overnight stays.
- Must be available to attend evening or off-hours meetings on occasion as required by the Commissioners.

Physical Requirements

- Work is primarily performed indoors in an office environment with adequate space, lighting, temperature, and ventilation.
- Regularly required to sit (approximately 75%), stand (approximately 10%), and walk (approximately 15%); occasional reaching, stooping, kneeling, and crouching.
- Lifting and carrying up to 25 lbs required occasionally.
- Above-average exposure to deadline pressure and stress; must cope with the mental demands of the position.