

## 2023 Wage and Salary Survey

### POSITIONS AND JOB DESCRIPTIONS

Section	Position	Job No.	Applies To	Position Description
General	Accountant	101	City or County	Responsible for maintaining accounting systems; requires bachelor's degree (entry level professional).
General	Accounting Clerk	102	City or County	Responsible for performing routine clerical accounting and bookkeeping tasks.
General	Accounting Technician	103	City or County	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.
General	Administrative Secretary	104	City or County	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.
General	Airport Manager	105	City or County	Performs technical, administrative, and supervisory work in the operation of an airport.
General	Animal Control Director	201	City or County	Performs professional and skilled work in supervising and coordinating work activities of other workers who are responsible for the apprehension and care of animals.
General	Animal Control Officer	202	City or County	Performs skilled work in the apprehension and care of animals found in violation of animal control ordinances.
General	Animal Shelter Administrator	250	City or County	Administers animal shelter and animal care operations including supervising paid staff and volunteers and planning, organizing, and coordinating the shelter programs.
General	Appraisal Technician	106	County	Provides technical and clerical support to the tax assessor's department.
General	Appraiser (Personal Property)	107	County	Locates and appraises personal property in order to assist with the development and documentation of the county tax digest.
General	Appraiser (Real Property)	108	County	Locates and appraises residential and commercial property in order to assist with the development and documentation of the county tax digest.
General	Assistant Chief, Fire Department	203	City or County	Performs highly responsible technical, supervisory, and administrative work in assisting the direction of the Fire Department.
General	Assistant Chief, Police Department	204	City or County	Performs highly responsible technical, supervisory, and administrative work in directing the activities of the Police Department.
General	Assistant City Clerk	109	City	Helps perform the duties of City Clerk.
Part II	Assistant City Manager	110	City	Assists City Manager in administration of city government which may include managing certain departments, functions, and special projects.
General	Assistant County Clerk	111	County	Helps perform the duties of County Clerk.
General	Assistant County Manager	112	County	Assists County Manager in administration of county government which may include managing certain departments, functions, and special projects.
General	Assistant District Attorney	113	County	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.
General	Automotive Mechanic (Administrative)	114	City or County	Repairs and overhauls automobiles, buses, trucks, and other automotive vehicles.

Section	Position	Job No.	Applies To	Position Description
General	Automotive Mechanic (Public Safety)	205	City or County	Analyzes malfunctions and repairs, rebuilds and maintains fleet automobiles.
General	Automotive Mechanic (Public Works)	301	City or County	Analyzes malfunctions and repairs, rebuilds and maintains fleet automobiles and light trucks.
General	Bailiff	247	City or County	Responsible for duties related to processing of persons under court direction.
General	Budget Analyst	115	City or County	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.
General	Building Inspector	116	City or County	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.
General	Building Inspector Director	117	City or County	Directs municipal building inspection program and conducts complex inspections to determine whether relevant codes and regulations are met.
General	Captain, Fire Officer	206	City or County	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.
General	Captain, Police Department	207	City or County	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.
General	Captain, Sheriffs Office	208	County	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.
General	Cashier/Customer Service Representative	118	City or County	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.
General	Chief Appraiser	119	County	Plans, organizes, supervises, and directs the accurate appraisal of real and personal property and the activities of subordinate personnel.
General	Chief Deputy Sheriff	209	County	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.
General	Chief Deputy Tax Commissioner	120	County	Performs responsible supervisory work in assisting in the direction of the Tax Commission office.
General	Chief Jailer/Jail Administrator	210	City or County	Supervises and coordinates the work activities of jail staff.
General	Chief Registrar	178	City or County	Responsible for overseeing voter registration operations.
General	Chief, Fire Department	211	City or County	Plans, directs, organizes, and coordinates the activities of a fire department.
General	Chief, Police Department	212	City or County	Plans, directs, organizes, and coordinates the activities of municipal police department in accordance with authority delegated by Mayor and Council.
General	City Attorney (Staff Position)	121	City	Responsible for all legal affairs for the city.

Section	Position	Job No.	Applies To	Position Description
General	City Clerk	122	City	Acts as clerk to City Council or Mayor, maintains all records and documents, receives and disburses funds, usually supervises other office workers.
General	City Manager/Administrator	123	City	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.
General	Civil Engineer	302	City or County	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.)
General	Clerk Typist	124	City or County	Performs routine clerical tasks to include compiling data and operating a typewriter or personal computer in maintaining records and reports.
General	Code Enforcement Officer	213	City or County	Performs technical level work in ensuring that all codes and ordinances are adhered to throughout jurisdiction.
General	Communications Director	214	City or County	Directs the operations, development, and implementation of policies and procedures and the administration and management of the Communications Department.
General	Computer Operator	125	City or County	Responsible for day-to-day computer operations and for creating and maintaining back-up files for all mainframe computer-based applications and operating systems.
General	Computer Programmer	126	City or County	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.
Elected	Coroner	401	County	Responsible for holding an inquest into the cause of death of a person.
General	Corporal, Police Department	215	City or County	Performs law enforcement and some routine investigative work. May train entry-level police officers and serve as a lead officer on special assignments.
General	Corporal, Sheriffs Office	216	County	Performs law enforcement and some routine investigative work. May train entry-level deputies and serve as a lead officer on special assignments.
General	Corrections Officer	217	City or County	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.
Elected	Councilmember, City Council	402	City	Person elected by the public to make policy decisions and pass legislation to govern the health, welfare, and safety of the city's residents.
General	County Attorney (Staff Position)	127	County	Responsible for all legal affairs for the county.
General	County Clerk	128	County	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.
Elected	County Commission Chairperson (Full-time)	403	County	Responsible for the daily administration of county affairs.
Elected	County Commission Chairperson (Part-time)	404	County	Responsible for the daily administration of county affairs.
Elected	County Commissioner	405	County	Responsibilities include directing and controlling all property of the county according to the law.
General	County Manager/Administrator	129	County	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.

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General	Court Reporter	130	County	Records, transcribes, and maintains records of court proceedings.
General	Crew Leader	303	City or County	Performs skilled and unskilled work of a varied nature in a lead worker capacity.
General	Custodian (Janitor)	131	City or County	Performs routine and light cleaning duties in and/or around government buildings.
General	Data Entry Clerk	132	City or County	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.
General	Deputy Registrar	133	City or County	Purges and maintains voter registration list, registers citizens to vote, and maintains associated records and files.
General	Deputy Sheriff	218	County	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.
General	Deputy Warden	219	County	Assists in the administration and operation of employees and inmates at a county penal facility.
General	Detention Officer	220	City or County	Supervises prisoners in station or jail, assuming responsibilities for all needs of prisoners during detention. May prepare arrest records identifying prisoner and charge assigned.
General	Dispatcher	221	City or County	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.
General	Dispatcher/Jailer	222	City or County	Maintains security of prisoners during their detention and operates radio and telephone receiving and dispatching calls to the appropriate department and/or person.
Elected	District Attorney	406	County	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.
General	Downtown/Better Hometown/Main Street Manager	134	City	Directs and coordinates downtown development, Better Hometown, and/or Main Street program.
General	E-911 Director	246	City or County	Manages E-911 system/call center and supervises E-911 operators.
General	E-911 Operator	223	City or County	Responsible for answering emergency calls and dispatching appropriate personnel to the correct location.
General	Economic Development Director	177	City or County	Coordinates/carries out planning, business and industry recruitment and retention, redevelopment, and other economic development-related activities for a local government.
General	Elections Supervisor/Coordinator	135	County	Performs specialized and responsible work in preparation for and execution of county elections.
General	Electric Groundworker	304	City or County	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.
General	Electric Lineman	305	City or County	Installs, constructs, and maintains overhead and underground electric lines.
General	Electric Superintendent/Manager	306	City or County	Performs technical and supervisory work in directing all the operations and maintenance of jurisdiction's electric utility.
General	Electric Technician	307	City or County	Performs energy audits; reads meters and records data; tests and repairs or replaces meters; other related duties where applicable.

Section	Position	Job No.	Applies To	Position Description
General	Emergency Management Director	224	City or County	Responsible for organization, administration, and operation of the county emergency management unit.
General	Emergency Medical Services Director	225	City or County	Directs emergency medical service program, coordinates activities of persons involved in rescue, care, and transportation of catastrophe/accident victims.
General	Emergency Medical Technician (EMT)	226	City or County	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.
General	Engine Operator/Driver, Fire Department	227	City or County	Drives fire fighting vehicle to fire scene and conducts pumping operations to assist in fire fighting.
General	Evidence Clerk/Technician	248	City or County	Responsible for securing, organizing, and storing crime evidence and/or seized property.
General	Finance Director	136	City or County	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.
General	Fire Marshal	228	City or County	Plans, manages, and coordinates fire prevention and fire investigation activities of the fire department.
General	Firefighter	229	City or County	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.
General	Firefighter/EMT	230	City or County	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.
General	Gas Construction Worker	308	City or County	Installs new gas mains, lines, and taps. Where applicable, duties can include leak detection, maintenance, and repair and installation of new meters and regulators.
General	Gas Distribution Technician	309	City or County	Maintains gas service mains and lines including cathodic protection, leak detection, installation of residential and commercial regulators and meters, and determining location of lines.
General	Gas Superintendent/Manager	310	City or County	Performs technical and supervisory work in directing all the operations and maintenance of jurisdiction's gas utility.
General	Groundskeeper	311	City or County	Performs routine cleaning and maintenance duties around public buildings and parks such as mowing lawns, trimming hedges, weeding flowerbeds, etc.
General	Heavy Equipment Mechanic	312	City or County	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.
General	Heavy Equipment Operator	313	City or County	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.
General	Information Systems/Technology Director	137	City or County	Responsible for managing information systems activities and ensuring government's computers, networks, and information systems are efficient, functional, technically sound, and up to date.
General	Information Systems/Technology Specialist	138	City or County	Assists Information Systems Director in ensuring government's computers, networks, and information systems are efficient, functional, technically sound, and up to date.

Section	Position	Job No.	Applies To	Position Description
General	Investigator/Detective, Police Department	231	City or County	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.
General	Investigator/Detective, Sheriffs Office	232	County	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.
General	Juvenile Court Judge	139	County	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.
General	Keep Georgia Beautiful (KGB) Executive Dire	140	City or County	Manages all aspects of local government's Keep Georgia Beautiful program.
General	Laborer	314	City or County	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.
General	Landfill Inmate Supervisor	315	City or County	Supervises the work of inmates in the operation of light and heavy equipment.
General	Landfill Manager, Certified	316	City or County	Responsible for the safe operation and supervision of the landfill facility, including equipment and supply maintenance. Must be certified.
General	Librarian	141	City or County	Performs routine and complex clerical and administrative work in the operation of a municipal library.
General	Lieutenant, Fire Officer	233	City or County	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.
General	Lieutenant, Police Department	234	City or County	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.
General	Lieutenant, Sheriffs Office	235	County	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.
General	Light Equipment Operator	317	City or County	Responsible for the operation of various light equipment such as tractors, moving equipment, trucks, and rubber-tired backhoes.
Elected	Magistrate Court Chief Judge	407	County	Presides over county magistrate court cases as specified in Georgia Constitution.
General	Magistrate Court Chief Judge (Appointed)	142	County	Presides over county magistrate court as specified in Georgia Constitution; where applicable, appoints other magistrate court judges with consent of superior court judges.
General	Magistrate Court Clerk	143	City or County	Performs clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the Magistrate Court.
General	Magistrate Court Judge	144	County	Where applicable, appointed by Magistrate Court Chief Judge; presides over county magistrate court cases as specified in Georgia Constitution.
General	Maintenance Superintendent	318	City or County	Performs responsible technical and administrative work in repair, cleaning, and remodeling of public buildings.
General	Maintenance Worker	319	City or County	Performs general maintenance work including repair, cleaning, and remodeling of government buildings.

Section	Position	Job No.	Applies To	Position Description
General	Major, Police Department	236	City or County	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.
General	Major, Sheriffs Office	237	County	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.
General	Mapper/Cartographer	145	City or County	Prepares and revises maps either manually or with computer-based programs.
General	Marketing Specialist	179	City or County	Responsible for marketing and advertising operations, liaison to media, and coordinator of activities designed to promote government's programs and endeavors.
Elected	Mayor	408	City	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.
Elected	Mayor Pro Tem	409	City	Performs duties of Mayor in Mayor's absence.
General	Medical Examiner	146	County	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.
General	Meter Reader	320	City or County	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.
General	Municipal Court Clerk	147	City	Performs clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the Municipal Court.
General	Municipal Court Judge (Appointed)	148	City	Presides over cases involving state traffic offenses, city ordinance violations, and misdemeanors which occur within the city limits.
Elected	Municipal Court Judge (Elected)	410	City	Presides over cases involving state traffic offenses, city ordinance violations, and misdemeanors which occur within the city limits.
General	Municipal Court Solicitor	149	City	Represents the municipality in all cases involving state traffic offenses, city ordinance violations, and misdemeanors which occur within the city limits.
General	Network Administrator	150	City or County	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.
General	Patrol Officer, Police Department	238	City or County	Patrols assigned area on foot, using motorcycle, car, or on horseback, to control traffic, prevent crimes or disturbances of peace, and arrest violators.
General	Patrol Officer, Sheriffs Office	239	County	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.
General	Payroll/Insurance Technician	151	City or County	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.

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General	Personnel Analyst	152	City or County	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.
General	Personnel Director	153	City or County	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.
General	Personnel Technician	154	City or County	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.
General	Planner	155	City or County	Performs technical work associated with zoning, enforcement of codes and ordinances, historic preservation planning, transportation planning, environmental planning, and/or community planning.
General	Planning and Development Director	156	City or County	Performs department-head level supervisory and technical work associated with zoning, enforcement of codes and ordinances, and issuing permits and licenses.
General	Probate Court Clerk	157	County	Performs responsible and independent clerical and fiscal work of a quasi-legal nature relative to the operations and functions of the Probate Court.
Elected	Probate Court Judge	411	County	Official charged with the performance of judicial, ministerial, and clerical duties.
General	Probation Officer	240	City or County	Manages a caseload of probationers; identifies and monitors risk, ensures compliance with sentence, encourages positive behavioral change; provides direction, service, and information to court.
General	Public Safety Director	241	City or County	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.
General	Public Works Superintendent	321	City or County	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.
General	Purchasing Director	158	City or County	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.
General	Receptionist	159	City or County	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.
General	Records Clerk	242	City or County	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.
General	Recreation Director	160	City or County	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.
General	Recreation Maintenance Worker	161	City or County	Performs a wide range of maintenance responsibilities of routine to moderate difficulty, including the operation of various types of equipment in the recreation department.

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General	Recreation Specialist	162	City or County	Responsible for planning and supervising various recreational programs for youth and adults (entry level professional position).
General	Recycling Manager/Supervisor	322	City or County	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.
General	Refuse/Recycling Collection Supervisor	323	City or County	Plans, organizes, schedules, assigns, and reviews the work of crews working on assigned routes and inspects routes for problem areas and completion.
General	Refuse/Recycling Collector	324	City or County	Collects recyclables/refuse on designated routes, starts hoisting device that raises refuse bin attached to rear of truck, and dumps contents.
General	Refuse/Recycling Route Supervisor/Lead Truck Driver	325	City or County	Plans, organizes, and supervises the work of employees engaged in garbage, trash, and litter pickup. Inspects routes for problem areas and completion.
General	Refuse/Recycling Truck Driver	326	City or County	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.
General	Road Crew Supervisor	327	City or County	Supervises a crew of workers in the construction and repair of streets, roads, bridges, and related facilities.
General	Roads and Bridges Superintendent	328	City or County	Performs responsible managerial, administrative, and technical work in the construction and repair of streets, roads, bridges, and related facilities.
General	Sanitation Superintendent	329	City or County	Directs and coordinates work of subordinate personnel engaged in installing, maintaining, repairing, servicing, and relocating sewerage facilities.
General	Scale House Attendant	330	City or County	Responsible for computerized weighing and printing of landfill scale tickets; and inspects all trash entering the landfill.
General	School Resource Officer	249	City or County	Responsible for performing tasks and operations related to assuring student safety in the processes of conducting school classes and special events.
General	School Superintendent	163	City or County	Responsible for the leadership, administration, and management of the total school system
General	Secretary	164	City or County	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.
General	Senior Center Director	165	City or County	Administers senior center including selecting and supervising paid staff and volunteers and planning, organizing, and coordinating recreation programs for senior adults.
General	Senior Center Van Driver	166	City or County	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.
General	Senior Data Entry Clerk	167	City or County	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.
General	Sergeant, Police Department	243	City or County	Responsible for the direction and supervision of law enforcement activities performed by a group of county police officers during a particular shift or assignment.
General	Sergeant, Sheriffs Office	244	County	Responsible for the direction and supervision of law enforcement activities performed by a group of deputies during a particular shift or assignment.

Section	Position	Job No.	Applies To	Position Description
General	Sewage Treatment Plant Superintendent	331	City or County	Performs technical and supervisory work in directing all the operations and maintenance of sewage treatment plants.
General	Sewer System Supervisor	332	City or County	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.
Elected	Sheriff	412	County	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.
General	Sole Commissioner (County)	413	County	Responsible for the daily administration of county affairs.
General	Solicitor	180	City or County	Presents various government cases information to courts.
General	Solid Waste Manager	333	City or County	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.
General	State Court Administrator	168	County	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.
General	State Court Chief Deputy Clerk	169	County	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.
Elected	State Court Clerk	414	County	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.
Elected	State Court Judge	415	County	Presides over state court cases as specified in O.C.G.A. § 15-7-4.
Elected	State Court Solicitor	416	County	Represents the state in all criminal cases; files accusations and prosecutes all triable criminal cases; argues any criminal cases on appeal from State Court.
Elected	Superior Court Clerk	417	County	Responsibilities include maintenance of court records and registration of property transactions.
General	Superior Court Deputy Clerk	171	County	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.
Elected	Superior Court Judge	418	County	Has original, exclusive, or concurrent jurisdiction of all civil and criminal cases granted by the constitution and laws.
Elected	Surveyor	419	County	Duties include surveying county and district lines, conducting other surveys for the county, and maintaining plats of all surveys made.
General	Tag/Tax Clerk	172	County	Performs clerical tasks associated with the selling of motor vehicle tags and the collection of property taxes; maintains records of same.
Elected	Tax Commissioner	420	County	Responsibilities include exercising duties of the combined offices of tax receiver and tax collector.
General	Tax Specialist (Motor Vehicle)	176	County	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.

Section	Position	Job No.	Applies To	Position Description
General	Tax Specialist (Property)	175	County	Performs specialized and responsible tasks associated with collection of property taxes, homestead exemptions, and mobile homes. Reconciles daily cashbook reports.
General	Transit Driver	173	City or County	Operates para-transit or mass transit vans/buses for municipal or county-operated transit system.
General	Truck Driver	334	City or County	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.
General	Visitor Center Manager	181	City or County	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.
General	Visitor Center Specialist	182	City or County	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
General	Warden	245	County	Directs the administration and operation of employees and inmates at a county penal facility.
General	Water/Wastewater Lab Technician	335	City or County	Collects water/wastewater samples and performs standardized analytical tests; related work as required.
General	Water/Wastewater Superintendent	336	City or County	Directs and coordinates all activities or workers engaged in the installation, maintenance, repair, and relocation of water and sewer distribution systems.
General	Water/Wastewater Treatment Plant Manager	337	City or County	Responsible for managing and supervising the operations of a water or wastewater treatment plant.
General	Water/Wastewater Treatment Plant Operator	338	City or County	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.
General	Zoning Administrator	174	City or County	Performs professional work promoting, facilitating, and coordinating planning, zoning, and development activities for the jurisdiction; and performs related duties as required.