



# JOB OPENING

## Troup County Government

<b>Position:</b>	<b>Department:</b>	<b>Salary:</b>
Deputy Clerk	Clerk of Court	\$16.50/Hr

Under general supervision and instruction this position assists in providing clerical and customer service support for the Office of the Clerk of Court.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of court policies and procedures
- ⇒ Knowledge of modern office procedures
- ⇒ Knowledge of legal procedures and terminology
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of bookkeeping principles
- ⇒ Skill in the analysis of problems and the development and implementation of solutions
- ⇒ Knowledge of customer service principles; skill in providing excellent customer service
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel
- ⇒ Processes documents for filing
- ⇒ Collects and receipts a variety of fees and payments; balances cash drawer
- ⇒ Scans documents and makes copies
- ⇒ Prepares a variety of regular and special reports
- ⇒ Enters citations and notarizes documents
- ⇒ Maintains office supplies and reorders as needed
- ⇒ Processes and date stamps a variety of documents
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 02222024 Deputy Clerk

Grade 10

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**

02/22/2024