



# JOB OPENING

## Troup County Government

<b>Position:</b> Deputy Clerk	<b>Department:</b> Clerk of Court	<b>Salary:</b> \$12.97/Hr
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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
- ⇒ Maintains office supplies and reorders as needed
- ⇒ Notarizes documents
- ⇒ 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.org](http://www.troupcountyga.org).**

Job #: 06152018 Deputy Clerk

Grade 10

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

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