



JOB OPENING

Troup County Government

Position: Deputy Clerk	Dept: Clerk of Court	Salary: \$ 10.78/Hour
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General clerical work performing a variety of clerical tasks associated with the processing and maintenance of traffic citations, child support, civil filings, criminal cases, real estate records, intangible tax, transfer tax, notaries, receipting of fines and fees. Miscellaneous tasks required include answering the telephone, providing information to the public and handling and processing incoming and outgoing mail.

The qualified candidate will have:

- ⇒ High school diploma or GED and six (6) months related training/experience in a diverse office environment
- ⇒ Skill in written, verbal and interpersonal communication
- ⇒ Knowledge of and experience with database, Internet, spreadsheet and word processing software
- ⇒ Skill in performing administrative and clerical procedures
- ⇒ Knowledge of office procedures and terminology
- ⇒ Must be bondable
- ⇒ Knowledge of the functions of the Clerk of Court office helpful but not mandatory

Essential duties and responsibilities include the following:

- ⇒ Provides assistance to the public regarding traffic tickets, fines, court dates, notaries, trademarks, real estate, etc.
- ⇒ Prepares docket or calendar of cases to be called
- ⇒ Indexes all documents
- ⇒ Records pleadings, criminal and civil orders of court proceedings
- ⇒ Collection and disbursement of all garnishments filed in Superior and State Courts
- ⇒ Collection of monies and preparation of deposits and necessary reports
- ⇒ Enters data into court computer database system
- ⇒ Examines legal documents submitted to court for adherence to law or court procedures, prepares case folders and posts, files and/or routes documents
- ⇒ Ability to cross-train in all areas of the Clerk of Court office
- ⇒ Receives and disburses child support payments
- ⇒ Approves and issues commissions to all notary publics in Troup County
- ⇒ May be required to attend court during trials and hearings
- ⇒ Performs all other related duties as assigned

Applications will be accepted Until Filled at the Georgia Department of Labor, 1002 Longley Place, LaGrange, GA 30240.

Job #: 01202017 Deputy Clerk

Grade: 9

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Tod Tentler

Tod Tentler, County Manager

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