



# JOB OPENING

## Troup County Government

REVISED

<b>Position:</b> Deputy Clerk	<b>Department:</b> Magistrate Court	<b>Salary:</b> \$12.96/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 Magistrate Court.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of Magistrate Court policies and procedures with 1 to 2 years experience in related field
- ⇒ 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:

- ⇒ Assists the general public in person and by telephone; provides information and assistance
- ⇒ Maintains court files and records
- ⇒ Prepares files for archiving and subpoenas for civil cases
- ⇒ Processes civil filings and assigns case numbers and daily mail
- ⇒ Provides certified copies of court documents
- ⇒ Creates work orders for office maintenance and IT issues
- ⇒ Prepares warrants and related paperwork for private arrest warrants
- ⇒ Accepts payments for fines, restitutions, court costs, and balances cash drawer and prepares deposits
- ⇒ Inputs certification of service of process from Marshal's Department on a daily basis
- ⇒ 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 #: 11302017 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**

