**Pulaski County Government**

**Job Title: Associate Magistrate/Secretary**

**Department: Magistrate Court**

**Reports to: Magistrate Judge**

**Classification: Full-time/Hourly**

This position is responsible for performing clerical and record-keeping duties for the Magistrate Court.

• Maintains and files all court proceedings and correspondence, including civil and criminal proceedings; and assists judges in criminal and civil court by processing court paperwork.

• Types, files, and dockets civil claims, warrants, garnishments

• Prepares and mails court correspondence, judgments, court orders; prepares and mails quarterly caseload counts; prepares and mails monthly checks and reports. Sets up and maintains a variety of office files and prepares reports as directed.

• Receives money in payment of fines or other fees/services; records transactions and issues receipts; balances receipts and breaks down revenues; forwards revenues as appropriate.

• Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

• Performs other related duties and special projects as assigned.

Applicants must meet the following minimum Requirements:

* Be a registered voter and at least 25 years of age
* Possess a high school diploma or GED
* Must be a resident of Pulaski County and remain a resident during term
* Able to effectively communicate orally and in writing
* Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
* Applicant must pass a background check and drug screen test and able to comply with all employer and department policies and work rules.

Position is Monday thru Friday 8am-5pm and applicant must be available to be on call after hours and weekends, as needed.

Applications are available online at Hawkinsville-pulaski.org or from the County Commissioner’s office at 45 S. Lumpkin St, Hawkinsville, Ga. Please submit application to the Commissioner’s office by November 12th, 2021.

Pulaski County is an Equal Opportunity Employer

Pulaski County is a Drug Free Employer