

Job Title: Deputy Clerk

Department: Superior Court

Reports to: Clerk of Superior Court

Classification: Full-time/Hourly Monday thru Friday 8am-5pm.

This position is responsible for performing clerical and record-keeping duties for the Clerk of Superior 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 docket civil, criminal, and real estate records.
- Prepares and mails court correspondence, judgments, court orders; prepares and mails monthly 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:

- Possess a high school diploma or GED
- 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.

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 September 15, 2023.