



Deputy Clerk Magistrate Court

MC/4

JOB SUMMARY

This position provides clerical and customer service support for court operations.

MAJOR DUTIES

- Assists the general public in person and by telephone; provides information and assistance.
- Maintains court files and records.
- Reviews and processes statements of claims, dispossessories, foreclosures, writs of possession, abandoned motor vehicle affidavits, garnishments, and other civil action filings.
- Processes F.I.F.A.'s.
- Receives and processes consent judgments; enters default judgments.
- Balances daily receipts; prepares deposits.
- Prepares subpoenas for civil cases.
- Processes daily mail.
- Types and prepares a variety of documents and reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Magistrate Court policies and procedures.
- Knowledge of record management principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the use of modern office equipment.
- Skill in the provision of customer services.

- Skill in establishing priorities and organizing work.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Magistrate Judge assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Uniform Rules of the Magistrate Court and the Georgia Magistrate Clerks' reference manual. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical and customer service support for the operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, law enforcement personnel, attorneys, other court personnel, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.