



Clerk of Magistrate Courts – On Call

MC/6

Magistrate Court

Grade 16/Non-Exempt

JOB SUMMARY

This position directs the day-to-day administrative operations of the Magistrate Court.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; processes incoming and outgoing mail; makes copies.
- 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.
- Prepares truancy files; prepares Good Behavior Warrants; prepares Citizen Warrants applications; prepares County Ordinance Violations.
- 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.
- Serves as custodian of Magistrate Court records and documents; ensures compliance with record retention guidelines.
- Oversees department accounting functions; balances and reconciles receipts; prepares bank deposits; signs checks.
- Receives and processes garnishment payments; posts to accounts; disburses payments to plaintiffs.

- Receives and file stamps answers filed; scans answers; prepares court calendars; mails notices; issues subpoenas.
- Attends Magistrate hearings; calls all cases; receives and marks exhibits; prepares court decisions for judge's signatures.
- Processes appeals to higher court.
- Processes transfer to other counties.
- Prepares cases for mediation.
- Balances bank statements.
- Maintains office supply inventory; makes purchases as needed.
- Prepares civil and criminal caseload reports.
- Processes Abandoned Motor Vehicle Actions.
- Processes statement of claims, dispossessories, and property foreclosure.
- Processes garnishments.
- Provides certified copies of court documents with court seal.
- Receipts and processes bankruptcy notices.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Magistrate Court policies and procedures.
- Knowledge of criminal law and the procedures of the State of Georgia regarding felonies and misdemeanors.
- Knowledge of record retention principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of budget management principles.
- Knowledge of supervisory principles and practices.
- 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 Official Code of Georgia, Uniform Rules of the Magistrate Court, and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative, and clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to supervise the day-to-day 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, attorneys' staff, judges, clerks of other courts, other court personnel, vendors, and members of the general public.
- Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and a courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over Deputy Magistrate Clerk (2).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.