

JOB OPENING

POSITION

Deputy Clerk

POSITION DESCRIPTION

The Deputy Clerk shall perform a wide variety of clerical tasks in the civil and criminal departments. The Deputy Clerk shall review and prepare a variety of legal documents, schedule court cases for hearing dates; maintain calendars of cases set for trials and/or other proceedings; update dispositions of cases utilizing the provided case management system and other duties as assigned. The ideal candidate will have the ability to multi-task, work well under pressure and independently with minimal supervision, be a quick learner and be able to establish priorities and organization of work, and possess knowledge of Microsoft Word, Excel, and Outlook. The Deputy Clerk must be able to communicate respectfully and professionally with members of the public, law enforcement officers and attorneys, coworkers, and judges. The work is typically performed while sitting at a desk or table or while standing and may involve walking, bending, crouching or stooping.

REQUIRED SKILL & EXPERIENCE

High school diploma or equivalent
Basic knowledge of computers and office equipment
Proficiency in Microsoft Word, Excel, Outlook
Reliable
Ability to obtain GCIC/NCIC certification

PREFERRED

Previous experience in a court or legal setting
Bi-lingual

BENEFITS

Health, dental, and vision plans payroll deducted. Accrued time off and paid holidays

Resumes ONLY will be accepted until 4:30 pm December 20, 2019

Resumes maybe dropped off or mailed:

Office of the Magistrate Court of Ben Hill County

255 Appomattox Rd

P O Box 1163

Fitzgerald, GA 31750

NO PHONE CALLS

INTERVIEWS WILL BE CONDUCTED AT A LATER TIME