

RANDA D. WHARTON
CLERK OF SUPERIOR & STATE COURT
THOMAS COUNTY, GEORGIA
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To Whom It Concerns:

In Re: New hire requirements for the Accounting Deputy Clerk position

- Accounts Payable/Receivable (prepare end of month reports and disbursement checks)
- Answer phone calls
- Copy/Fax/Postage machine
- Daily deposits for multiple accounts (get daily deposit ready to go to bank, catching any receipting errors on a daily bases)
- Data entry/run reports for daily and end of the month reports
- Dependable, working hours are Monday through Friday, 8:00 AM to 5:00 PM
- Efficient (quickly and correctly perform tasks associated with job)
- Good Communication skills
- Microsoft Excel
- Microsoft Outlook (email) receiving and replying to requests
- Microsoft Word Processing
- Organized
- On time and dressed appropriately. No blue jeans except on Friday, dress down day
- Work and cooperate well with others in office and associated offices of the Court
- Any other tasks the Clerk of Court gives you to work on such as:
 - Traffic Citation Data entry, receipting, and transmitting
 - Scanning old case files
 - Support Staff of other Departments

Must have bookkeeping/accounting experience and training

Thank you,



Randa D. Wharton
Clerk of Superior Court
Thomas County