

RANDA D. WHARTON  
CLERK OF SUPERIOR & STATE COURT  
THOMAS COUNTY, GEORGIA  
[www.thomascoclerkofcourt.org](http://www.thomascoclerkofcourt.org)

P.O. BOX 1995  
THOMASVILLE, GA 31799

PH. 229-225-4108  
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Date:

To Whom It Concerns:

In Re: New hire requirements for the JV/Criminal Deputy Clerk position

- Answer Phone Calls, Emails, Attorney and Public written requests for documents, etc.
- Attend Court Hearings
- Collect and Receipt Fines and Fees Paid in Court
- Copy/Fax/Postage Machine
- Data entry for Criminal Case Management System and GCIC
- 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
- Integrity
- Issue Subpoena for Court
- Microsoft Excel
- Microsoft Outlook (email) receiving and replying to requests
- Microsoft Word Processing
- Must take a Deputy Clerk oath (requirements are 21 yrs of age and US Citizenship)
- Organized
- On time and dressed appropriately. No blue jeans except on Friday, dress down day
- Publish Calendars
- Scan all documents in computer
- Send out Appearance Notices to all parties to appear
- Schedule hearings
- 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

Thank you,

Randa D. Wharton  
Clerk of Superior Court  
Thomas County