

JOB DESCRIPTION

Garnishment Clerk

Magistrate Court of Thomas County

Customer Service Skills such as Answering the Telephone, Assisting Customers at the windows, taking payment and helping with documents.

Process Garnishments for Service

Process Dispossessories, Schedule Writ of Possessions (Evictions) for Constables, Process complaint and Trover (Personal Possessions), and Writ of Possessions (Foreclosures).

Schedule payment arrangements on Consent Judgments for Defendants

Schedule hearings on Civil suits, Dispossessories, Foreclosures, etc.

Filing of Court Records

Occasionally assist the Judge in Magistrate Court Hearings when needed.