

MAGISTRATE COURT GARNISHMENT CLERK

Job Description

GENERAL STATEMENT OF JOB

The garnishment clerk performs specialized technical work for the Magistrate Office. The work involves, customer service, answering telephones, taking payments, filing legal paperwork, such as civil suits, garnishments, dispossessory warrants, and foreclosures among others. The employee must exercise friendly equal treatment with the public while employing tact, courtesy, and firmness in following the procedures of the job. The employee will report to the Chief Clerk and the Judges of the Magistrate Court.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Must have a Valid Driver's License.
2. Interacts and communicates with various groups and individuals such as the general public, immediate supervisors, plaintiffs, defendants, landlords, employers, law enforcement, and other county employees.
3. Receives and/or reviews various records including civil papers, memos, correspondence, and others.
4. Operates a variety of equipment such as computers, printers, copiers, fax machines, calculators, telephones, typewriters, and others.
5. Answers phones. Sends and replies to emails. Sends or receives faxes.
6. Waits on Customers at the window.
7. Accepts partial payments and posts garnishment payments.
8. Balances a cash drawer daily and prepares a deposit for the bookkeeper.
9. Process garnishments, dispossessory warrants, civil suits, and foreclosures.
10. Inputs various information into the computer.
11. Set up payment arrangements on civil cases.
12. Assists the Judge in Court.
13. Prepares judgments.
14. File documents in the appropriate cabinets, drawers, or racks.