

CODE: 2450

GRADE: 9

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

JOB TITLE: DEPUTY CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs routine to moderately difficult administrative and clerical work in support of efficient and effective office operations in the department. Work may involve entering and recording accurate information on cases, judgments, and liens for the Judge, attorneys, and the public; organizing and scanning all cases, pardons, paroles, oaths, dismissals, and transfers; assisting customers, attorneys, and other offices doing research; receiving and entering warrants; attending court proceedings; providing assistance to other staff members; answering and distributing incoming telephone calls; issuing marriage licenses, and pistol licenses; recording and indexing records; preparing and submitting affidavits; processing and sending out letter; scheduling court hearings; arranging payments for customers; contacting attorneys; filing garnishment; taking payments for customers; serving civil papers; preparing accounting and notices for accounting; and training new employees. Employee's duties assigned to employees in the job title may vary according to needs of the department and/or proper allocation of workload. Reports to the Clerk of Court.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Issues permits and licenses such as marriage, pistol, etc.; forwards marriage license to appropriate party.

Prepares for annual accounting and auditing; mails notices for accounting.

Types a variety of correspondence, reports, meeting minutes, contracts, legal notices, etc., into form from typed or handwritten copy, assuming responsibility for spelling, punctuation, grammar and format; summarizes data in preparation of standardized reports.

Prepares and orders supplies.

Prepares paperwork for hearings and orders.

Processes paperwork such as notary applications, new traffic citations, garnishments, writs, and warrants.

Schedules appointments, civil and criminal hearings, and writ dates; creates and publishes calendars; distributes calendars to all parties; updates calendars.

Accepts payments; provides receipts; makes daily deposit.

Answers the telephones; distributes telephone calls to appropriate staff; assists callers when possible.

April 2025

DEPUTY CLERK

Provides assistance to customers.

Processes and sends letters.

Prepares and submits affidavits.

Retrieves, sorts, and distributes mail; applies postage to all outgoing mail; separates metered and stamped mail.

Enters necessary information into computer databases.

Performs research on databases.

Stamps paperwork such as subpoenas, filing documents, tickets, warrants, miscellaneous papers, etc.

Provides court dates for tickets and warrants.

Attends court proceedings.

Files warrants in alphabetical order.

Copies and distributes letters.

Prepares documents for scanning; scans all file documents; indexes scanned documents; copies indexed information.

Prepares billing statements.

Receives and/or reviews various records and reports such as liens, Fife's, company and personal checks, indictments, sentence, motions, orders, transfers, dismissals, warrants, notice of arraignment, tickets, research information, traffic citations, petitions for guardianship, petitions for filing wills, driver's license, birth certificates, incoming mail, garnishments, hearings, cancel checks, bank statements, driving and criminal history, and various other records, reports, memos, correspondence, etc.

Prepares and/or generates various records and reports such as billing statement, birth certificate, pistol permit, annual returns, garnishments, hearings, warrants, affidavits, marriage license application, certified documents and mailings, calendars, bench warrants, subpoenas, late notices, appointed counsel, sentences, history sheets, and various other records, reports, memos, correspondence, etc.

Refers to various information such as chart for determining fines, Thomas County Superior Court filing and recording fees, Georgia Indexing Standards, directories, policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone, scanner, adding machine, automatic date and time machine, scanner, etc.

Uses file stamp, certification stamp, notary seal, official seal, clerical and secretarial supplies, and computer software such as Microsoft Word, Case Management, Microsoft Access, Microsoft Excel, Microsoft Outlook, etc.

DEPUTY CLERK

Interacts and communicates with various groups and individuals such as immediate supervisor, co-workers, law enforcement, Judges, Court Officials, attorneys, District Attorney, Intake Officer, Probation Officer, and the general public.

May perform the following duties:

Performs and requests background checks; mails fingerprint cards.

Prepares order for Southwestern hearing.

Serves civil papers.

Files processed garnishments and answers.

Replies to the financial institutions regarding estate claims.

Prepares traffic late notices.

Indexes tickets.

Copies warrants for Solicitors.

Issues continuous court dates.

Receives dismissals from Solicitor.

Prepares sentence forms for Judge to sign; gathers all case information from the court; completes all forms pertaining to the court; submits to the State.

Sends jury notices for appropriate calendar; calls jury roll; swears in the jury; checks cases for no shows after court.

Issues Fifa using Microsoft Excel.

Issues case numbers; prepares a file.

Categorizes, copies, and distributes sentence sheets.

Prepares, and mails copies on all felony drug charges for Department of Motor Vehicles.

Calculates and types sent information into case management such as restitution break down on probation time, etc.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

DEPUTY CLERK

MINIMUM TRAINING AND EXPERIENCE

Requires high school diploma and one to two years of responsible administrative or clerical experience, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, computer manuals, directories, etc. Requires the ability to prepare reports, records, correspondence, forms, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

DEPUTY CLERK

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**DISCLAIMER: This job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description at any time without notice.**