

MAGISTRATE COURT CLAIMS CLERK

Job Description

The Claim's Clerk processes different types of civil cases, Dispospossories, Forecloures, Writ of Possessions

The Claim's Clerk prepares letters and judgments.

The Claim's Clerk also serves civil suits, files answers, and schedules hearings.

The Claim's Clerk files cases and helps to keep the filing system organized.

The Clerk also assists customers at the window and on the phone and accepts payments from customers. When necessary, the Claim's Clerk assists the Judges in Court.