

RANDA D. WHARTON
CLERK OF SUPERIOR & STATE COURT
THOMAS COUNTY, GEORGIA
www.thomascoclerkofcourt.org

P.O. BOX 1995
THOMASVILLE, GA 31799

PH. 229-225-4108
FAX 229-225-4110

August 19, 2020

To Whom It Concerns:

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

- Answer Phone Calls
- Copy/Fax/Postage Machine
- Confidentiality/JV Cases are Under Seal-Not Open to the Public
- Data entry for JV Program and other Office Programs
- 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
- Microsoft Excel
- Microsoft Outlook (email) receiving and replying to requests
- Microsoft Word Processing
- Organized
- On time and dressed appropriately. No blue jeans except on Friday, dress down day
- Schedule hearings/Attend Court
- 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