

RANDA D. WHARTON  
CLERK OF SUPERIOR & STATE COURT  
THOMAS COUNTY, GEORGIA  
[www.thomasclerkofcourt.org](http://www.thomasclerkofcourt.org)

P.O. BOX 1995  
THOMASVILLE, GA 31799

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

August 1, 2019

To Whom It Concerns:

In Re: BOE new hire requirements

- Answer Phone Calls
- Copy/Fax/Postage Machine
- Excel
- Data entry
- Good Communication skills
- Organized
- Outlook
- On time and dressed appropriately. No blue jeans except on Friday, dress down day.
- Quickly and correctly prepare paperwork, file, and mail out final paperwork.
- Schedule hearings
- Word Processing
- Work and cooperate well with others
- Any other tasks the Clerk of Court gives you to work on.... mainly filing, data entry into case management and real estate management, organizing, boxing, and storage

Thank you,

Randa D Wharton