



# **POSITION VACANCY ANNOUNCEMENT**

**Position:** Deputy Clerk (FT)  
**Starting Salary:** \$16.38/hour  
**Posting Date:** September 4, 2024

**Department:** Clerk of Superior Court  
**FLSA Status:** Non-Exempt  
**Closing Date:** Open Until Filled

## **Job Summary:**

This position is responsible for providing clerical and data entry support to the Office of the Clerk of Court.

## **Major Duties:**

- Performs a variety of clerical tasks; ensures compliance with court policies and procedures and with judicial orders.
- Assists the general public in the office, by telephone, and by fax.
- Assists the District Attorney's Office, the Solicitor General's Office, and the Public Defender's Office with requests and filings.
- Assists in the development and management of court documents.
- Enters bond hearings, traffic and criminal warrants/citations, bench and arrest warrants, and probation revocations.
- Sorts and distributes mail.
- Files and locates case papers.
- Enters and processes protective orders.
- Reviews and prepares dockets for all cases; ensures accuracy and compliance with court policies and procedures; assesses fines and costs.
- Attends court hearings to provide assistance and record orders.
- Assists in the coordination of juries and in the collection of jury questionnaires, exemptions, and attendance notifications.
- Receives, indexes, records, certifies, and mails mortgages, deeds, financing statements, releases, liens, and surveys.
- Maintains adoption case files and military discharge documents in a confidential manner.
- Balances cash drawer.
- Performs other related duties as assigned.

## **Minimum Qualifications:**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one year.
- Ability to communicate positively and professionally.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

**To Apply:** All applicants must complete a Habersham County employment application. Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 301. For more information please call (706) 839-0214.

Habersham County is an Equal Opportunity Employer and a Drug Free Workplace.