

Washington County, Georgia Magistrate Court Clerk II

GENERAL NATURE OF WORK

This position performs the administrative duties essential to the effective operation of the magistrate courts. Work involves processing civil papers, and disbursements of garnishment funds. Additionally, work involves reception duties as well as interactions with the public on a regular basis. The employee is responsible for receipts of all civil papers into the computer, and handling money collected from garnishments. Work is performed under the general supervision of the Chief Magistrate. Performance is reviewed by observation and through the examination of oral and written reports.

EXAMPLES OF WORK

Essential Job Functions:

Process and file civil papers such as: garnishments, suits, statement of claims, dispossessories, foreclosures, FIFAs, interrogatories, and judgments.

Maintain accurate records of payment collection.

Work with multiple groups requesting civil actions.

Answer and direct calls, taking messages when necessary.

Calculate default judgment and mail to concerned party.

Balance receipt book and submit to Chief Magistrate Judge.

Additional Job Functions:

Perform additional duties as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of common computer programs.

Basic math and writing skills.

Ability to communicate clearly and effectively.

Strong organizational skills.

Ability to operate office equipment such as typewriters and copiers.

Knowledge of the court system.

SUPERVISORY RESPONSIBILITY

None—No work group leadership or supervisory responsibilities.

FISCAL RESPONSIBILITY

Limited to no fiscal responsibility.

WORKING CONDITIONS

Generally good working conditions. Little to no exposure to harm or danger. Everyday risks require normal safety precautions.

Sedentary Physical Demands—Exerts up to 10 pounds of force occasionally an/or a negligible amount of force frequently and constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but many involve walking or standing for brief periods of time.

TRAINING AND EXPERIENCE

Completion of a standard high school course of study, or its recognized equivalent.

1-2 years of previous experience in a similar position.

NECESSARY SPECIAL REQUIREMENTS

Shall meet all requirements of changing state and local laws in regards to qualifications and duties of this position.

May require additional training and education as a condition of continuing employment.