

Washington County, Georgia
Magistrate Court
Magistrate/Clerk

GENERAL NATURE OF WORK

This individual performs the administrative and executive duties essential to the effective operation of the magistrate courts. The work involves entering data into the computer for suits and judgments. Work is performed under the general supervision of the Chief Magistrate; job is reviewed by observation and through the examination of oral and written reports.

EXAMPLES OF WORK

Essential Job Functions:

File warrants.

Type checks for criminal court.

Input data in GCIC.

Maintain accurate receipt reports for Washington County.

Create and validate warrants.

Maintain criminal docket.

Create monthly and quarterly reports.

Set up criminal and civil hearings.

Travel to jail to establish bonds.

Additional Job Functions:

Sustain the program.

Separates warrants and maintains list of hearings.

Perform additional duties as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Must have extensive knowledge of common computer programs.

Numerical and writing skills required.

Ability to operate basic office equipment.

Knowledge of the court system is preferred.

SUPERVISORY RESPONSIBILITY

Facilitator/Work Leader—Provide training and program guidance. Responsible for coaching, technical assistance, and monitoring workflow and quality. May serve as one of several appraisers or participate in performance appraisal process. Do not select or discipline employees.

FISCAL RESPONSIBILITY

Monitor multiple budgets, fiscal resources, inventory, or equipment for an entire department. Perform general basic accounting functions and order departmental supplies, materials, or equipment. Supervisors/others have management oversight and 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 and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves light sitting most of the time, but may 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.

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.