

Lamar County Magistrate Court
Magistrate Clerk

The Lamar County Magistrate Court is actively seeking a talented professional Magistrate Clerk to join the team. The Magistrate Clerk will need to be a dedicated team player and experienced in Magistrate Court duties. Under the direction of the Magistrate Judge, the Magistrate Clerk has responsibilities involving day to day office operations and other projects as assigned. This position is responsible for receiving and processing court filings. In addition, the Magistrate Clerk answers telephone calls and greets visitors, provides assistance and information to various entities; enters case filing information; receives and processes garnishments and funds; receives and processes arrest warrants; receives and processes search warrants; balances daily receipts; inputs warrant numbers and bond amounts; types bad check warrants for judge's signature, and performs other duties as assigned. Knowledge of relevant state laws and court policies and procedures are important in the performance of ; knowledge of the principles and practices of record management; skill in use of computers and job-related software; skill in customer service; oral and written communication. Minimum Qualifications: Knowledge and level of competency commonly associated with the completion of specialized training in the field of work with preferably 1 to 2 years of directly related experience, in addition to basic skills typically associated with high school education, or the completion of post-secondary training with preferably 2 years of directly related experience. Applicant must be able to pass a drug test and background check. Applicant must have a valid Georgia Driver's License. Applications and full job description may be obtained at the Lamar County Board of Commissioner's Office, 408 Thomaston Street, Barnesville, Georgia 30204 or www.lamarcountyga.com. This position will remain open until filled. Lamar County is a Drug Free Workplace and Equal Employment Opportunity Employer.

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