

ASSISTANT/DEPUTY CLERK – CRIMINAL/JUVENILE
LAMAR COUNTY SUPERIOR COURT

The Lamar County Clerk of Superior/Juvenile Court located in Barnesville, Georgia is actively seeking applications for the full-time position of Assistant/Deputy Clerk – Criminal/Juvenile Court. This position performs a variety of administrative duties necessary in providing assistance to the public and performing routine clerical support to assist in ensuring effective and efficient operations of the Courts.

Receives, processes, and maintains a variety of court-related documents. Responds to requests for information from the public, attorneys, law enforcement, and/or other interested parties regarding basic court information.

Performs routine clerical duties, which may include: operating computer, printer, scanner, making copies, answering phones, taking messages, faxing paperwork, filing documents, processing mail, maintaining court calendars, and/or performing other related activities necessary to complete essential functions.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Minimum Qualifications:

- High school diploma or GED
- Vocational or technical school training or One (1) year general office experience; or
- Any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job
- A pre-employment drug screen and background check are required

Preferred Qualifications:

- Legal and/or criminal Justice System Experience
- ICON and other system software Experience
- Word Processing, Spreadsheet, Database

Applications may be obtained from Lamar County Superior Court, 326 Thomaston Street, Barnesville, GA 30204 or www.lamarcountyga.com, and submitted to the Clerk of Superior Court by Monday, June 13, 2022. Only candidates being considered for the position will be contacted. This position is Open Until Filled.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Lamar County is a Drug-Free Workplace and an Equal Opportunity Employer.