



Magistrate Clerk

Department: Magistrate Court

Reports to: Magistrate Judge

Status: Full-time benefit-eligible (7:30 a.m. to 4:30 p.m. Monday through Friday)

Starting pay: Negotiable and dependent upon experience

JOB SUMMARY

This position performs administrative and clerical duties in support of the work of the Magistrate Court.

MAJOR DUTIES

- The following duties are normal for the position. 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 as assigned.
- Receives court filings from the general public.
- Answers telephone and greets visitors; provides information and assistance.
- Enters initial case filing information. Receives and files garnishment funds.
- Receives arrest warrants from law enforcement officers.
- Scans warrants and applications.
- Types Writ of Possession orders for the judge's signature.
- Receives search warrants.
- Assists in balancing civil, criminal, and escrow daily receipts.
- Accepts, enters, and scans abandoned vehicle filings.
- Inputs warrant numbers and bond amounts.
- Assists civil and criminal deputy clerks in court.
- Types bad check warrants for the judge's signature.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant state laws, court policies, and procedures.
- Knowledge of related federal, state, and local laws.
- Skill in the use of computers and job-related software programs.
- Skill in the provision of customer service.
- Skill in public and interpersonal relations.
- Skill in oral and written communications.

SUPERVISORY CONTROLS

The Magistrate Judge assigns work based on general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include County and department policies and policies, ordinances, and regulations, and related federal, state, and local laws, including the Official Code of Georgia. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical duties. The need for accuracy contributes to the complexity of this position. Success in this position contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with judges, attorneys, other court personnel, coworkers, and members of the public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work with 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 2 years of directly related experience.
- Must be 18 years of age and possess a valid Georgia Driver's License.
- Must be knowledgeable of Microsoft Office programs.
- Must be willing to take a drug test and allow a criminal background check.

Interested applicants should email, mail, or drop off a letter of interest, resume, and completed application to HR@lamarcountyga.com. Applications may be obtained in the career section of the Lamar County website, www.lamarcountyga.com.

Lamar County, Georgia, is an Equal Opportunity Employer and a drug-free workplace. All applicants will be required to complete a pre-employment drug test and criminal background check. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.