

Job: Deputy Clerk – Jury Management/ Personal Property

Application Period: August 30, 2023 – October 12, 2023

The Office of the Clerk of the Superior Court, State Court, Juvenile Court, and Magistrate Court of Liberty County (hereinafter referred to as “Office”) is accepting applications for a **Deputy Clerk – Administrative Assistant to the Clerk of Court**, job is available on or after October 16, 2023. Application forms can be fill-out online at <https://www.libertyco.com/info/Jobs.aspx> or obtained from the Office at 201 South Main Street, Suite 1200, Hinesville, Georgia.

Persons interested in applying for the job should submit a resume and a completed application by 5:00 P.M. on October 12, 2023, to: Linda Dixon Thompson, Clerk of the Courts of Liberty County, 201 South Main Street, Suite 1200, Hinesville, Georgia 31313,

Neither an applicant nor his or her family, friends, or other acquaintances should contact or communicate with the Clerk or staff of the Office concerning this job. All instructions required for applying are herein provided.

The Office is committed to providing a safe and comfortable environment for citizens and their families, as well as offering all employees the security of knowing their coworkers is as trustworthy, safety oriented and drug-free as they are. In order to meet these safety and security goals, the Clerk, in partnership with the county’s human resources department, conducts a thorough background screening as part of the interview process. If you are offered employment, please note that some or all of the following employment screenings will be performed:

The Clerk:

- **Will contact** PREVIOUS EMPLOYERS AND EDUCATION OFFICIALS.
- **Will verify** your PROFESSIONAL LICENSE AND CREDENTIALS (if appropriate).
- **May request** additional levels of background screening when appropriate.

Persons who have been convicted of criminal offenses should not apply for employment with the Clerk’s Office since, by law, they cannot be legally employed or bonded. It is the policy of the Clerk to not require applicants to disclose any prior criminal history on the initial job application form. However an inquiry and criminal background check and drug-screening will be conducted after the applicant has been interviewed for the position for which he or she applied.

Job Description:

Duties include, but may not be limited to:

- Review the Judge’s 6 month and yearly calendars for all scheduled jury selections (5 Judges) and inputs them on the office online website under, “Jury Tab”, “Check Jury Trial Status”.
- Responsible for pulling and making sure the quantity of jurors need for jury selection process will be present for Jury Selection, Jury Trial, and Grand Jury Selection.

- Post all Jury Trial Dates and any updates for Jurors online.
- Prepare a jury selection calendar to help with performing the job with more accuracy as a guide to know when to pull juries, when to send reminders letters for jurors that haven't responded or returned the jury questionnaire.
- Assure all perspective jurors are coming for jury selection.
- Maintains the jury list, inputs, and scans all juror questionnaire, doctor note, deferral request, any information returned for each juror and for each jury selection.
- Contact Jurors who have requested a deferral to verify reason. Research deferral request for any prior deferrals.
- Once all information has been collected, then schedule a review with the Clerk to approve or deny a deferral requests. If deferral approved, mail a deferral approval letter to jurors, and follow up by a phone call to confirm the deferral.
- Call all perspective jurors prior to the date of service to remind them about jury selection.
- Post jury selections and jury trials to the online office website, update Jury trial and/or selection status prior to each event.
- Intake and process a variety of real and personal documents such as, DD214, Notary Public Appointments, Trade Names, Liens, Deeds and Plats.
- Provides the general public assistance when needed.
- Interacts and corresponds with the public, litigants, attorneys, and judges, and other court officials.
- Certifies real and personal property records upon request.
- Answers, responds to, and directs phone calls and electronic correspondence and communications.
- Performs other duties as required or assigned.

Qualifications:

Applicants must:

- Have a high school diploma (or GED equivalent), with a minimum of one or two years of experience as a deputy clerk or any equivalent combination of training, education, and experience that provides commensurate knowledge, skills, and abilities for the job;
- Have a general knowledge of policies, procedures, practices, and activities of the prescribed court system and processes; modern office practices; and principles and practices of the court system.
- Be physically able to operate a variety of office equipment, including a computer, facsimile machine, etc.; skilled in typing, data input, filing, and other data entry; use clerical and mathematical practices as required; to establish and maintain effective working relationships with co-workers and other court personnel and officials; and to assist the general public in a professional and courteous manner;
- Be able to exert up to twenty pounds occasionally, up to ten pounds frequently, and to lift and or carry weights up to forty pounds rarely. (Physical demand requirements are equivalent to sedentary work);
- Have the ability to read, remember, and interpret a variety of informational documentation, directions, instructions, methods, and procedures, to write reports,

correspondence, and other communications with proper format, punctuation, spelling, and grammar, using all parts of speech.

- Have the ability to speak with and before others with poise, voice control, and confidence using correct grammar, English, and a well-modulated voice.
- Be able to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision, to acquire knowledge of intricate topics related to job functions; and
- Be able to relate to and work with other persons in complex situations and to adaptable to performing under stressful circumstances.

Salary:

The person selected for this job will be employed provisionally for 90 days, at which time, the salary shall be \$15.80 hourly. The job also includes health insurance benefits, accrued sick and annual leave, and a retirement plan. Upon successful completion of the provisional period, the salary may increase as may be determined by education, experience, knowledge, and skills.