

**Job:** Deputy Clerk I –Court Civil Division

**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 1 – Court Civil Division** job 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 or 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 are 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:

- Provides the general public assistance and guidance concerning office functions.
- Interacts and corresponds with the public, litigants, attorneys, and judges, and other court officials.
- Receives and processes civil actions filed with the Clerk of Courts and inspects and reviews actions to determine legal compliance for filing.
- Inputs with absolute accuracy data pertaining to court documents, records, and reports using an automated case management system.
- Prepares cases for service on parties.

- Creates, processes, and ensures delivery of court calendars and dockets to litigants, attorneys, the court, and other court staff and officials.
- Attends all assigned hearings, bench and jury trials to assist with record maintenance and in performance of other essential clerical duties required by law.
- Serves as custodian of official court records, which includes physically transporting cases to court.
- Is responsible for records management for civil court files, including active and inactive records maintenance according to state record retention schedules and applicable laws and court rules, to ensure proper implementation of archiving and destruction of such records.
- Certifies and attests to the authenticity of court records.
- Issues summonses, subpoenas, and legal papers.
- Prepares appeals and transmits official court records to the Georgia Court of Appeals and the Supreme Court of Georgia.
- Assists the Clerk with juror orientation; administers oaths to jurors, bailiffs, witnesses, and others.
- 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. The salary shall be \$16.16 per hour. Upon successful completion of the provisional period, the salary is subject to an increase as may be determined by education, experience, knowledge, and skills.