

**MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL APPLICANTS TO READ**

POST DATES: 06.16.2015 to Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: COURT MANAGEMENT CLERK I

JOB CLASS (GRADE):

HOURLY RATE: \$13.46

LOCATION: SUPERIOR COURT CLERKS OFFICE WORK WEEK: M – F HOURS: 8:00AM – 5:00PM

DEPT. HEAD: ERICA WOODFORD

(X) REPLACEMENT

() NEW REQUIREMENT

Job Summary:

This position is responsible for assisting with jury management and the processing of the civil court calendar and providing administrative support to the Office of the Clerk of Superior Court. This is a high visibility position with lots of interaction with the public and the judicial staff.

Duties and Responsibilities:

1. Organizes, processes, and distributes court calendars for superior court civil docket to include update trial calendars and case filings.
2. Assists customers; responds to questions and requests from the public.
3. Manage jurors from Bibb County jury pool and mails jury summons.
4. Compiles panels for jury trials.
5. Coordinates court work with judges, attorneys, and jurors.
6. Records jury attendance; updates jury deferments and legal exemptions from jury duty and; pays jurors and account for funds.
7. Assists the Clerk during jury orientation and strikes jury panels.
8. Remains on duty after normal business hours to assist jurors as required.
9. Attends court hearings, and calendar calls as required.
10. Responsible for indexing, processing Notary Commissions, Child Support E-filings, and UCC E-filings.
11. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
12. Performs other related duties as assigned.

Minimum Qualifications:

1. High school diploma or GED.
2. One year of experience in customer service and/or community service organization.
3. Knowledge of Outlook and scheduling protocols.
4. Minimum typing speed of 55 wpm.
5. Proficiency in Microsoft Office products and office equipment.
6. Strong oral and written communication skills; strong organizational skills.

7. Demonstrated ability to work effectively with members of all levels within the organization and public.
8. Demonstrated ability to show good judgement, consistency, timeliness, and respect in decision-making.
9. Ability to work independently, as well as, perform as a team player.

Working Conditions:

1. Temperature controlled office environment, frequently in confined spaces.
2. Minimum travel.
3. High activity, multiple deadlines, constant interruptions.
4. High visibility of behavior.
5. Moderate physical activity, including, lifting, stretching, bending, and standing.

If you feel you qualify for the above position, you may obtain a Position Opening Application at the Human Resources Department. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER