

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

POST DATES: 11/26/14 – 12/5/14

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: GENERAL COURT CLERK I

JOB CLASS (GRADE):

HOURLY RATE: \$11.06

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

DEPT. HEAD: ERICA WOODFORD

REPLACEMENT

NEW REQUIREMENT

Job Summary: This position is responsible for performing clerical duties in support of the Superior Court to act as custodian of court records.

Duties and Responsibilities:

1. Answers telephones, routes calls, takes messages, files cases and records.
2. Assists customers; responds to questions and requests from the public.
3. Accepts cases and legal documents for filing from public and attorneys.
4. Prepares subpoenas.
5. Looks up real estate filings and plats, divorce files, and other records.
6. Prepares folders for new cases; records case dispositions in minute book and files same.
7. Maintains records of files checked out.
8. Certifies court documents; issues Notary Public certificates.
9. Processes mail outs of real estate recordings.
10. Process UCC documents.
11. Performs other related duties as assigned.

Minimum Qualifications:

1. High school or GED with a minimum of (1) years in office functions or equivalent combination of education and experience to provide knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.
2. Knowledge of the functions, operations, and procedures of courts.
3. Knowledge of relevant state laws governing civil, criminal, and real estate procedures.
4. General and basic skills in mathematics.
- 5.
6. Proficiency in Microsoft Office products and office equipment.
7. Strong oral and written communication skills.
8. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
9. Demonstrated ability to work effectively with members of all levels within the organization and public.
10. Demonstrated ability to show good judgment, consistency, timeliness and respect in decision-making.
11. Demonstrated ability to achieve results on a timely basis.

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 an Application at the Human Resources Department. Once completed, the application should be returned to the Human Resources Department with a resume, proof of educational background and 2 letters of recommendation. Applicants who are not selected to fill the position will be notified by mail.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER