

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

<b>POST DATES:</b> 01/09/2017 to 01/18/2017	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> Deputy Clerk I		
<b>JOB CLASS (GRADE):</b>		<b>HOURLY RATE:</b> \$12.14
<b>LOCATION:</b> Civil Court		<b>WORK HOURS:</b> 8:00 AM – 5:00 PM
<b>DEPT. HEAD:</b> Judge Randall		<b>WORK WEEK:</b> Mon. – Fri.
<b>(X) REPLACEMENT    () NEW REQUIREMENT</b>		

**Job Summary:**

This position provides general clerical support to the Civil and Magistrate Court. This job covers two separate and distinct courts.

**Major Duties:**

- Processes court work (complaints, dispossessors, foreclosures, etc.)
- Must wait on counter (customer service)
- Posts to docket and index
- Must be able to file alphabetically and numerically
- Answers telephone
- Must be able to learn quickly
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of modern office procedures
- Skill in operating such standard office equipment as a calculator, copier, computer, typewriter and facsimile machine
- Skill in filing
- Skill in dealing with the public
- Skill in oral and written communication

**SUPERVISORY CONTROLS:**

The Clerk of the Civil and Magistrate Court is responsible for the supervision of Deputy Clerks.

**GUIDELINES:**

Guidelines include instructions from the supervisor, state and county codes, policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:**

The work consists of related clerical duties in support of the Civil and Magistrate Court.

**SCOPE AND EFFECT:**

The purpose of this position is to provide clerical support to the court. Successful performance helps ensure accurate public records.

**PERSONAL CONTACTS:**

Contacts are typically with co-workers, other county employees, attorneys, judges and the general public.

**PURPOSE OF CONTACTS:**

Contacts are typically to give or exchange information and provide services.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting at a desk or table.

**WORK ENVIROMENT:**

The work is typically performed in an office setting.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

None

**MINIMUM QUALIFICATIONS:**

- Ability to ready, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

This job description is not intended, and should not be construed, to be an exhaustive list of responsibilities, knowledge or skills associated with this position. Omissions of specific statements do not preclude Macon-Bibb County Government from assigning duties not listed herein if the duties are a logical assignment to the position.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings 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 the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**