

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

**POST DATES:** 07/20/2017 - 08/03/2017

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE:** Deputy Clerk II

**JOB CLASS (GRADE):** MB5-03

**HOURLY RATE:** \$14.21

**LOCATION:** Probate Court

**WORK HOURS:** 8:00 AM - 5:00 PM

**DEPT. HEAD:** Judge Sarah Harris

**WORK WEEK:** Mon. - Fri.

**(X) REPLACEMENT ( ) NEW REQUIREMENT**

**JOB SUMMARY:**

Deputy Clerk II is a position which recognized acquired or possessed skills, knowledge, and experience in the Probate Court. A Deputy Clerk I is promoted to this position only after acquiring such level of skills, as determined by the Clerk of the Probate Court, with the approval of the judge, and usually occurs only after 3-5 years of successful service as a Deputy Clerk I. To be eligible for employment as a new employee of the Probate Court as a Deputy Clerk II, a minimum of three years' experience in a legal office, probate court, or similar court clerk's office is required. All newly employed deputy clerks serve a six-month probationary period, during which a determination is made whether the employee will be retained. A Deputy Clerk II is also designated by and holds office at the pleasure of the Judge of the Probate Court but is under the direct supervision of the Clerk of Court.

**Duties and Responsibilities:**

1. Performs all duties and holds all responsibilities of a deputy clerk in the Probate Court, as set forth in the Job Description for Deputy Clerk I.
2. At the direction of the Clerk or the Chief Deputy Clerk, teach and train newly employed deputy clerks in the duties and responsibilities of a Deputy Clerk I in the Probate Court.
3. At the direction of the Clerk or the Chief Deputy Clerk, balance custodial account statements; balance employee tills; prepare and make bank deposits.
4. At the direction of the Clerk or the Deputy Clerk, process advanced and complex petitions and motions and monitor progress of case file.
5. Performs related duties as assigned.

**Minimum Qualifications:**

1. High school or GED with a minimum of three (3) years' experience in a legal office, probate court or similar court clerk's office to provide knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.
2. Extensive knowledge of the laws and procedures governing the functions of the probate court; demonstrated understanding and comprehension of probate laws and civil procedure; extensive knowledge of the functions, operations and procedures of probate courts; extensive knowledge of legal terminology, particularly that involved in probate court matters.
3. Knowledge of the system of courts in the State of Georgia, including appellate courts.

4. Proficiency in Microsoft Office applications, as well as database programs; proficiency in the court management software used in the Probate Court.
5. General and basic skills in mathematics and simple accounting or bookkeeping.
6. Minimum typing speed of 45 wpm.
7. Strong oral and written communication and organizational skills.
8. Demonstrated ability to work effectively with attorneys and other professionals, the frequent interaction with members of the public, staff and others with varying educational/intellectual levels and varying social-economic and linguistic backgrounds.
9. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
10. Demonstrated ability to work effectively with members of all levels within the organization.
11. Demonstrated ability to show good judgement, consistency, timeliness and respect in decision-making.

**Working Conditions:**

1. Works in 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 (lifting, stretching, bending, standing)

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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**