



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

MAGISTRATE CLERK I
DAWSON COUNTY MAGISTRATE COURT
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is responsible for performing clerical and record-keeping duties for the Magistrate Court.

ESSENTIAL DUTIES

- Maintains and files all court proceedings and correspondence, including civil and criminal proceedings; and assists judges in criminal and civil court by processing court paperwork.
- Types, files, and docket civil claims.
- Types, files, and docket warrants, garnishments, and bad check warrants; distributes warrants to proper offices; receives applications for warrants.
- Prepares and mails court correspondence, judgments, court orders; prepares and mails quarterly caseload counts; prepares and mails monthly checks and reports.
- Schedules civil hearings and mails notices; schedules and maintains marriage calendar.
- Receives applications for court-appointed attorneys.
- Provides customer service; provides assistance and information related to documentation, procedures, forms, fees, or other issues; responds to routine questions, researches problems, and initiates problem resolution.
- Receives moneys in payment of fines or other fees/services; records transactions and issues receipts; balances receipts and breaks down revenues; forwards revenues as appropriate.
- Enters all information into computer system; operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes correction; utilizes word processing, database, legal research, or other programs; performs startup and shutdown procedures; performs basic maintenance of computer system and office equipment, such as backing up data, replacing paper, ink or toner, coordinates service/repair activities as needed.
- Receives various forms, reports, correspondence, payments, civil claims, bank statements, applications, account ledgers, law books, docket books, maps, calendars, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Maintains file system of departmental records; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.
- Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.
- Maintains a comprehensive, current knowledge of applicable laws/regulations, reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs other related duties and special projects as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- The laws and procedures governing the functions of Magistrate Court.
- Modern office practices and procedures.
- Applicable department policies and procedures.

SKILL IN:

- Organizing and prioritizing work.
- Performing mathematical calculations.
- Typing, filing, and indexing court records.
- Operating such office equipment as a computer, calculator, facsimile machine, and copier.
- Dealing with the public.
- Verbal and written communication.

ABILITY TO:

- Organize and manage multiple projects and priorities.
- Read, write, and perform basic mathematical calculations.
- Effectively present material either orally or in a written format.
- Work independently in a fast-paced office.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, county ordinances, and court policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY

The work consists of related administrative and clerical duties. Time constraints, the variety of situations encountered, and contact with the public contribute to the complexity of the work.

CONTACTS

- Contacts are typically with supervisor, employees, other departments, attorneys, judges, law enforcement personnel, general public, and other outside organizations.
- Contacts are typically to give and exchange information, coordinate work activities or resolve problems.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to assist the Magistrate Judge with providing court services to the public. Successful performance helps ensure the smooth operation of the court and accurate and complete records for the court.

Physical Ability: Must be physically able to operate a variety of machinery and equipment including standard office equipment such as a telephone, computer terminal and printer, facsimile, and copier. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 5 pounds regularly and exert up to 25 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

Environmental Factors: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The Magistrate Judge and Chief Clerk assign work in terms of general instructions. Completed work is spot-checked periodically by Chief Clerk to ensure compliance with Magistrate Court Rules and Regulations. This clerk has no supervisory authority over any employees.

MINIMUM QUALIFICATIONS

- Applicant must be at least 18 years of age.
- Possess a high school diploma or GED supplemented by one (1) year previous experience and/or training involving general office work and personal computer operations; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position. College level course work or vocational training in general office work and computer operations preferred.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Applicant must pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____