



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

DEPUTY COURT CLERK (ADMINISTRATIVE CLERK)

CLERK OF COURTS

Part-Time/Hourly/Non-Exempt

JOB SUMMARY

This position provides general office support with a variety of clerical activities and related tasks. The Administrative Clerk will be responsible for answering incoming calls, directing calls to appropriate employees, mail distribution, distribution flow of case filings, assisting the public, as well as additional clerical duties.

ESSENTIAL DUTIES

- Answers incoming telephone calls and direct the caller to the appropriate department or employee. Will transfer a caller to an associate's voice mailbox when the associate is unavailable.
- Greets and assists the public with locating and obtaining copies of court records.
- Will respond to e-mails and faxes received internally and externally related to the Clerk of Courts office by both other County departments and the general public.
- Will take and retrieve messages for various personnel.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.).
- May also assist with other related clerical duties such as photocopying, faxing, filing and collating.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Modern office management practices and procedures
- Principles and practices of local government administration.
- County and department policies and procedures.

SKILL IN:

- Organizing and prioritizing work.
- Performing mathematical calculations.
- Interpersonal relations / dealing with the public.
- Gathering and evaluating data and preparing reports.

- Maintaining files and records.
- Operating such office equipment as a computer, calculator, facsimile machine, copier and postage meter.
- Typical office computer software; Word, Excel, Outlook, internet browser programs.
- Verbal and written communication.

ABILITY TO:

- Organize and manage multiple projects and priorities.
- Work independently on assigned tasks as well as to accept direction on given assignments.

COMPLEXITY

The work consists of related duties in assisting with the administration of the office of the Clerk of Courts. Frequent interruptions contribute to the complexity of the work.

CONTACTS

- Contacts are typically with co-workers, other county employees, department heads, other elected officials, and representatives of other county and city governments and the general public.
- Contacts are typically to give and exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide administrative assistance to the office staff of the Clerk of Courts. Successful performance ensures the accuracy of county records.

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 20 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 Clerk of Courts assigns work in terms of general instructions. Completed work is spot-checked for the nature and propriety of the final results.

MINIMUM QUALIFICATIONS

- Applicant must be at least 18 years of age.
- Possess a high school diploma or GED; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position; usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Excellent verbal and written communication skills.
- Possess exceptional interpersonal communication, data entry and organizational skills.
- Skilled in operating common office equipment and knowledgeable in office procedures and administrative methods.
- Possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR).
- Successfully 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: _____