

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF CLERK, MAGISTRATE COURT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate activities involving Magistrate court, to include assisting the public, assisting the Magistrate Judge, processing documentation, and maintaining court records.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes a variety of documentation associated with court/department activities, per established procedures and within designated timeframes.

Performs customer service functions in person, by telephone, or by mail; provides assistance and information related to court/department activities, procedures, documentation, fees, or other issues; assists the public in filing cases; responds to routine questions or complaints; initiates problem resolution.

Receives moneys in payment of fees, fines, garnishments, court costs, cash payments, bond forfeitures, or other fees/services; calculates appropriate fees; records transactions and issues receipts; enters payments into computer; balances cash register receipts; forwards revenues as appropriate; tabulates monthly ledger sheets.

Issues checks to disburse money to designated funds or individuals; prepares monthly reports and issues payments to Peace Officers Training Fund, Peace Officers Retirement Fund, Sheriff's Retirement Fund, Jail Fund, Law Library Fund, County Commissioners Fund, and Crime Victim Fund.

Prepares bank deposits; reconciles bank statements.

Processes criminal warrants for service.

Processes civil suits, dispossessories, foreclosures, and writ of possession cases; prepares cases for service by Sheriff's Department; receives payments for services; balances civil suit accounts.

Schedules civil, preliminary, first appearance, bond, and probable cause hearings; prepares court calendar.

Notifies Superior Court Judge and delivers paperwork when criminals are in jail with no bonds; notifies District Attorney's Office to coordinate scheduling of criminal hearing.

Attends hearings; calls witnesses and types orders.

Maintains appointment calendar for Magistrate Judge; schedules/logs appointments, meetings, court activities, or other activities; contacts parties involved of any changes.

Types, issues, posts, and files subpoenas for civil and criminal trials.

Prepares quarterly civil and criminal caseload reports for submission to State.

Issues default judgments and fi-fa's.

Prepares extradition papers for Sheriff's Department for process of extraditing criminals to another state.

Processes dispositions of county ordinance violations and bad checks; processes tickets for county ordinance violations from County Marshal.

Prepares cases of defendants to be sent to Probation Office.

Assists with preparation of annual court budget.

Prepares reimbursement requests for travel expenses.

Prepares certified copies of court documents or other legal documents; issues, faxes, or mails various documentation as requested.

Researches legal records, computer databases, or other resources as needed; assists Magistrate Judge in researching laws of the court.

Prepares or completes various forms, reports, correspondence, docket books, caseload reports, court forms, court orders, OBTS forms, receipts, checks, bank deposits, bank statements, purchase requisitions, budget documents, or other documents.

Receives various forms, reports, correspondence, payments, suits, garnishments, foreclosures, dispossessories, criminal warrants, civil case responses, Sheriff's service records, budget documents, bank statements, legal documents, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, court system, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, ordering office supplies, filing documentation, opening/processing incoming mail, or preparing outgoing mail.

Communicates with supervisor, employees, other departments, court officials, judges, law enforcement personnel, probation office personnel, attorneys, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of new laws, procedures, trends and advances in the profession; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs notarization of documents as needed.

Provides support or assistance to other departments or other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes court operations/procedures, general bookkeeping, office administration, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Certified Clerk certification. Must possess and maintain valid Georgia Notary Public certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.