



**COFFEE COUNTY BOARD OF COMMISSIONERS
JOB OPENING
Civil Court Clerk**

**Status: Full Time Position
Schedule: M- F 8:30 am – 5 pm**

Duties Include but not limited to:

1. Provides clerical and customer service support for Superior Court Criminal Division, Superior Court Civil Division, and/or Juvenile Court as assigned.
2. Enters case information to database.
3. Processes passport applications.
4. Answers callers and greets visitors; provides information and assistance; refers to appropriate personnel.
5. Provides support for court hearings.
6. Prepares and forwards calendars to attorneys.
7. Maintains court dockets.
8. Processes incoming and outgoing mail.
9. Maintains files and records.
10. Prepares certified copies for customers.
11. Collects and receipts payment for copies and other fees.
12. Scans documents.
13. Enters citations from law enforcement officers.
14. File stamps documents.
15. Prepares and mails notices.
16. Faxes documents as requested.
17. Notarizes documents.
18. Performs other related duties as assigned.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions and the need for accuracy contribute to the complexity of the work.
- The purpose of this position is to provide clerical and customer service support for office operations. Successful performance helps ensure the efficiency and effectiveness of court operations.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- More than one year of related experience required.

Applications may be obtained from the County Commissioners office or the County's website: www.coffeecountygov.com and returned to the Coffee County Commissioners office, 101 S. Peterson Ave. Douglas, GA 31533.

Deadline for accepting applications is Friday, February 3, 2023. EOE