



TOOMBS COUNTY COMMISSIONERS  
P O BOX 112  
LYONS GA 30436  
912-526-3311 (office)  
912-526-1004 (fax)



## OPEN POSITION

### Toombs County: Deputy Clerk of Court-Magistrate Court

**Education/Experience:** High School Degree or GED; Some Post-Secondary Education Preferred; Experience in a law office or court related office is beneficial.

**Job Skills:** Excellent communication skills; Skilled in use of Computers; General court filing procedures.

**Responsibilities:** This position is responsible for performing a variety of administrative and clerical duties in support of the Magistrate Court.

#### Expected Job Tasks / Requirements:

- Staff the front desk, greet visitors, and answer the office's telephone.
- Perform general office duties such as typing, operating office machines, computers, and sorting mail daily.
- Enter large amount of information daily into our online filing database, ICON.
- File court documents into the appropriate file, cabinet, box, etc.
- Create and maintain the office and court calendar by scheduling all hearings.
- Send and receive court documents through the office of through the mail.
- Count and balance the court's money at the end of each day.
- Assis in duties of other Deputy Clerk in her absence.
- Be able to communicate with litigants and customers through the use of e-mail.
- Be knowledgeable in Adobe Acrobat, Dropbox, Google Calendar, and video-conferencing software like Skype and Zoom.
- Adhere to the Magistrate Court's office policies and procedures.
- Follow directions from the Chief Magistrate Judge or other office staff.
- Performing other related duties as assigned and required.

Please submit a completed application and resume to Celina Vazquez, Human Resources, Toombs County Board of Commissioners, 100 Courthouse Square, Lyons, Georgia 30436.

*Applications not following the guidelines listed will not be accepted.*

Toombs County is an E.O.E and drug free work place. Successful candidate must pass a criminal background check and a drug screen test.

**Applications will be accepted until the position is filled.**