



TOOMBS COUNTY COMMISSIONERS

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



Position: Deputy Clerk of Court for Superior Court

This is a Full-Time position with the Toombs County Clerk of Courts Office. This position will perform administrative and clerical duties related to receiving, recording, and maintaining all records concerning Superior Court. Professional attire, appearance, and behavior will be required.

Major Duties and responsibilities include the following:

- Provide customer service in person, via email, and phone.
- Processing Superior Court documents
- Occasional courtroom duties while interacting with other members of the legal and law enforcement communities.
- Provides information and assistance.
- Perform other duties as assigned.

Job Skills:

- Excellent communication
- Computer Skills including Microsoft Office
- General Court filing procedures

Abilities

- Prepare clear and accurate court reports.
- Work independently with minimal supervision.
- Must be able to establish and maintain positive and effective working relationships and attitudes with co-workers and the public.

Minimum Education and Experience:

- High School Diploma or GED.
- 1-2 years of experience in a law office or court-related office

Compensation:

- Commensurate with experience
- Employee Health Insurance 100% provided
- Participation in the Toombs County Defined Benefit Retirement Plan once participation requirements are met
- 11 paid Holidays after completion of Probationary Period

Please submit a completed application and/or resume to Celina Vazquez, Human Resources:
Toombs County Board of Commissioners, 100 Courthouse Square, Suite 150, Lyons, Georgia 30436, or via email to toombscountyhr@gmail.com.

Toombs County is a Drug-Free Workplace and an Equal Employment Opportunity Employer. Successful candidate must pass a criminal background check and drug screen test.

Applications will be accepted until the position is filled.