

COLUMBIA COUNTY BOARD OF COMMISSIONERS

Position Description

WORKING TITLE: Clerk V

OFFICE/DIVISION: Clerk of Superior Court/Management and Financial Services

WORK LOCATION: Justice Center – Evans, Georgia

REPORTS TO (TITLE): Deputy Clerk of Superior Court

DATE PREPARED: May 16, 2025

APPROVED BY: Clerk of Superior Court

ANALYST: Human Resources Manager

FOR HR USE ONLY

Job Classification Clerk V
Salary Grade: 016
FLSA: Non-exempt

POSITION SUMMARY

The purpose of this position is to attend to the needs of the Court in the performance of duties of the judiciary. Duties and responsibilities include, but are not limited to, assisting in the processing, filing, and data entry of real estate, civil, and criminal documents, receipting of cash transactions, giving assistance to the public, performing duties necessary to act as custodian of court records, and to perform such other duties as are or may be required by law or as necessarily appertain to the office of the Clerk of Court

Must be physically able to operate a variety of machinery and equipment including scanners, computers, typewriters, microfilms, fax machines, and copying machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds force frequently. Physical demand requirements are at levels of those for medium work.

Requires the ability to read a variety of legal documents, real estate documents, reports, notices, and informational documentation, directions, instructions and methods and procedures. Requires the ability to prepare a variety of legal documents and statistical information, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people and/or groups of people with poise, voice control, and confidence.

Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupations; and to make independent judgment in the absence of management.

Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including legal terminology.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when dealing with the general public and working under strict legal parameters.

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High School diploma or equivalent with one year of legal secretarial or related experience desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position.

PRINCIPAL ACCOUNTABILITIES

Types, files, cancels, indexes, processes, reviews, and records cash receivables for real estate documents, plats, liens, and lis pendens; prepared daily and monthly indexes for Grantor/Grantee Real Estate records, General Execution Docket, Plats, UCC, and Court Minutes.

Files, records, indexes, and reproduces Notary Public Certificates, Grand Jury Presentments, Orders of the Court, State Bar Certificates, DD214 Certificates, Trade Name applications, Partnership Agreements, and all other related documents in the Court Minutes

Processes complaints, divorces, garnishment, name changes, adoptions, contempt citations, and annulments for the Court by receiving, filing, docketing, assigning, and recording cash receivables for all civil actions; prepares cases for court calendars; receives and docketes monies for garnishments; prepares summons for civil actions; files and docketes motions, orders, and various other instruments received daily for civil actions; prepares, copies and creates indexes for cases on appeal to Georgia Court of Appeals and Georgia Supreme Court; prepares daily and monthly indexes for Plaintiff/Defendant for State and Superior Court.

Receives, records, files, verifies, and docketes all proceedings and pleadings for Superior and State Court criminal cases; records, verifies, and files sentences; prepares and transmits reports to Georgia Crim Information Center; prepares citations and other correspondence for the Department of Public Safety; conducts prior criminal record checks as required for court; prepares indictment list from True Bills issued by Grand Jury; prepared arraignment calendar from accusations filed by State Court Solicitor; files and docketes motions, orders, and various instruments received daily for criminal actions; issues Notice of Suspension of drivers license; prepares, copies and creates index for cases on appeal to Georgia Court of Appeals and Georgia Supreme court; prepares daily and monthly Defendant index for State and Superior Court

Prepares documentation for civil and criminal action to be processed by the Sheriff's Office.

Processes incoming and outgoing mail.

Provides assistance to lawyers, law students, defendants, and the public; answers telephone and responds to requests for information; copies materials and searches information as requested.

Keeps log of outgoing/incoming files from courtroom and judges' offices.

Microfilms and/or scans into court software all real estate related instruments, civil cases, criminal and Court Minutes; prepares microfilm for developing and sends copy to State Archives; indexes film rolls.

Reports to Clerk of Court all matters related to real estate division, civil division, and criminal division.

Receives payments for fines and/or fees from public, posting to appropriated agency on accounting system as provided by law.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the state laws and guidelines, policies, courtroom procedures, and activities of the State and Superior Courts as they pertain to the performance of duties relating to the position of the Court Clerk.

Knowledge of the terminology used with the department.

Knowledge of legal transcripts, indictments, motions, orders, etc. and procedures and methods as required in the performance of duties.

Ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to department and/or government regulations.

Ability to communicate effectively with supervisors, staff members, attorneys and the public at large.

Ability to use independent judgment in routine and non-routine situations.

Ability to handle required mathematical calculations.

Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Ability to plan, organize and/or prioritize daily assignments and work activities.

Ability to comprehend laws and apply regulations and procedures of the department.

Ability to learn and comprehend various word processing and database programs utilized by the courts for purposes of information processing.

DESIRABLE TRAINING AND EXPERIENCE

High School diploma or equivalent with one year of legal secretarial or related experience desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position.

A combination of education and/or work experience may be substituted for minimum requirements.

Send resume' to:
clerkinfo@columbia.gsccca.org