

JOB Advertisement: Deputy Clerk, Office of Clerk of Superior Court
Early County Board of Commissioners

JOB SUMMARY: This position is responsible for processing and filing civil / criminal cases, real estate instruments, and providing general clerical support to the Office of the Clerk of Superior Court.

DUTIES: Files criminal/civil cases, records, and indexes real estate instruments. Sorts real estate documents, verifies that documents are appropriately completed, and stamps documents. Enters data from criminal/civil cases, recorded deeds, liens, and financing statements into computer. Assists attorneys and the general public with questions about property deeds and plats. Copies plats, warranty deeds, and quit claim deeds; makes certified copies as needed. Processes notary public commission applications. Processes passport applications and photos. Responsible for retrieving /sorting incoming and outgoing mail and delivering bank deposit. Other special projects as necessary.

KNOWLEDGE REQUIRED:

- Experience in Microsoft Office Business Programs, email, attaching documents, spreadsheets, bulk mailings.
- Manage daily tasks with capability to handle customer service at main desk as well as other jobs that arise.
- Accuracy, detailed, and conscientiousness in typing, filing, using Deed books, and entering computer data.
- Properly use: USB-drives, computer, scanner, copier, calculator.
- Take online courses offered through the Georgia Superior Court Clerks Cooperative Authority as required.

PHYSICAL DEMANDS: Work is performed with the employee sitting, standing or stooping. The employee may occasionally lift heavy books and on occasion climb ladders.

MINIMUM QUALIFICATIONS:

- Sufficient experience to understand the principles and position with the knowledge-base of having had a similar position for one to two years.

Drug test and background history required.

**Applications may be picked up at the Early Co. Board of Commissioners' Office
204 Court Square, Blakely, GA.**

**Completed applications returned to Early Co. Board of Commissioners'
Office / 204 Court Square / Blakely, GA
Applications will be taken until December 28, 2022.**