



AUGUSTA-RICHMOND COUNTY
invites applications for the position of:

Clerk of Civil & Magistrate Courts

SALARY: \$68,269.00 - \$78,509.00 Annually

OPENING DATE: 07/19/21

CLOSING DATE: Continuous

DESCRIPTION:

This position classification reports directly to the Chief Judge of the consolidated Civil and Magistrate Court. Responsibilities include the day-to-day management of the combined Civil and Magistrate courts' administrative and operational functions. The Clerk of Court will primarily provide oversight in the areas of staff management, case management, court operations, system technology, financial task, and budget management.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Manages the work of court staff; plans, schedules, monitors, and participates in office operations; establishes and enforces office policy, procedures, and programs; instructs and trains personnel in correct methods and procedures; reviews and evaluates employee performance; conducts staff meetings.
- Organizes, prioritizes, and assigns work responsibilities to staff, in order to meet objectives; ensures that staff has proper resources needed to complete work assignments; oversees the progress and quality of completed work; assists staff with resolving complex problems and situations; provides technical expertise and implementation of technology systems; and provides progress and activity reports to the Chief Judge and required governmental agencies.
- Supervises the organization, certification, recording and transmission of records and documents required for court proceedings, including court pleadings, orders, and other instruments received daily for action; and issues subpoenas, hearing notices, summons and other legal documentation generated on behalf of the courts and customers.
- Prepares annual operating budget; handles procurement for the clerk's office: the purchase of supplies and equipment, and the management of related contracts, to assure that expenditures are within the approved budget and in compliance with the County purchasing policies; supervises staff schedules; administers payroll records; and prepares monthly and/or annual reports and disbursement of funds to appropriate agencies.
- Supervises and performs customer service functions: Proposes, develops, implements and evaluates court procedures, record management and other clerk activities to enhance the production and effectiveness of the court; oversees responses to complaints concerns and generally general inquiries received from the public and customers; and handles matters that are escalated and unable to be resolved through staff.
- Develops, implements and interprets office policies and procedures for the civil, warrant and accounting divisions; analyzes and evaluates work processes; develops action plans to enhance staff productivity, employee effectiveness and morale and relationships with judges, governmental agencies, members of the bar, public and other courts; recommends changes to operations and procedures as required by new laws and regulations; and identifies and implements training and professional development programs for staff.

- Administers court records including, but not limited to, creation, filing, maintenance, retention and dissemination in accordance with applicable local state and federal laws, to ensure the efficient operation of the courts; implements and manages record requests processes and responses; develops and maintains procedures to comply with regulations governing record retention, maintenance and destruction of court documents.
- Perform other duties of a similar nature or level.

MINIMUM REQUIREMENTS:

Education: High School diploma or GED.

Preferred: Degree or certification in Business Administration or law related field.

Experience: Sufficient hands-on experience to perform essential duties and provide the requisite knowledge, skills, and abilities.

Preferred Experience: Five (5) years of law related or similar experience that provided an opportunity to gain customer service and supervisory skills as well as a strong knowledge of basic concepts, principles and managerial policies applicable to a Court Clerk's Office.

Knowledge/Skills/Abilities:

- Considerable knowledge of modern office procedures and policies
- Ability to implement related present and future automation systems, anticipating the courts needs and emerging technology.
- Knowledge of relevant state laws and court policies and procedures.
- Knowledge of customer service principles and practices.
- Excellent communication skills and the ability to adapt to and lead a changing environment.
- Demonstrated ability to identify and resolve problems, work effectively, independently, and with individuals and teams; and to promote and interact courteously and professionally with staff, customers and/or high-level officials.
- Demonstrated excellence in written and oral communications and strong interpersonal, supervisory and analytical skills in providing efficient services and promoting positive and effective work environments.
- Proficiency in case and file management.
- Interpersonal skills sufficient to exchange or convey information and to receive work direction in a courteous, tactful, and effective manner.

PERFORMANCE APTITUDES:

- **Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- **Human Interaction:** Requires the ability to function in a manager capacity, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.
- **Equipment:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Math:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.
- **Physical Abilities:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects

and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

- **Sensory Requirements:** Some tasks require the ability to communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

OTHER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.augustaga.gov>

Position #201202635
CLERK OF CIVIL & MAGISTRATE COURTS
WS

535 Telfair Street
Suite 400
Augusta, GA 30901
706-821-2303

jobs@augustaga.gov

Clerk of Civil & Magistrate Courts Supplemental Questionnaire

- * 1. Are you a current employee of Augusta Richmond County?
 - Yes
 - No
- * 2. Which of the following best describes your level of education?
 - No High School Diploma or GED
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 3. Do you have the sufficient hands-on experience to perform essential duties and provide the requisite knowledge, skills, and abilities?
 - Yes
 - No
- * Required Question