

JOB OPENING

BERRIEN COUNTY CLERK OF SUPERIOR COURT OFFICE

POSITION: DEPUTY CLERK

**JOB OBJECTIVES:** Under the direction of Superior Court Clerk Shawna Hughes, employee will be responsible for filing, recording, scanning, indexing, collecting and receiving fine and court cost monies, and will perform other clerical duties as required.

**ESSENTIAL**

**JOB FUNCTIONS:**

Receive, examine, prepare and monitor civil and criminal cases; schedule hearings as needed; prepare judgments; maintain suspense file to assure timely & accurate progression of civil & criminal actions which have been filed in this Office; maintain court dockets, receipt books, logs and files for actions handled in the Superior Court for Berrien County.

**REQUIREMENTS:**

High school diploma or GED; two years experience in an attorney's office or two years experience in a court system.

**CRITICAL SKILLS:**

Must be willing to attend training seminars in order to remain current as to laws and procedures governing Georgia Superior Court Clerk Office operations; must be attentive to details in order to keep accurate records for public access; knowledge of court policies and procedures will be a plus; ability to collect and disburse monies in accordance with established court procedure/policy; ability to effectively organize court times and schedules; ability to maintain on a daily basis effective working relationship with attorneys and the general public.

**SALARY:**

Based on qualifications and prior experience.

**APPLICATION**

**DEADLINE:**

All applications must be submitted to Shawna Hughes, Berrien County Clerk of Superior Court; Berrien County Administration Building; 201 North Davis Street (Room 230); Nashville GA 31639 by February 8, 2024.  
No phone calls, please.