



Job Posting February 23, 2022

Deadline for application of a resume is March 9, 2022 at 4:00 pm

JOB SUMMARY

This position performs the duties of a Deputy Clerk for the City of Trenton with an emphasis on Municipal Court duties. This position will come under day-to-day supervision of the City Clerk and the Mayor.

MAJOR DUTIES

1. Receives new tickets or citations from law enforcement; enters all required information the court software; ensure fines amounts are correct.
2. Ensures the proper distribution of monies to beneficiaries of the court.
3. Prepares and processes records and other legal papers for Court such as court dockets, citations, and criminal/driver's histories; ensures all materials are complete, accurate and in compliance with Georgia Law and Court procedures.
4. Obtains warrants.
5. Attends court sessions.
6. Receipts funds for fines and fees.
7. Schedules cases; prints and distributes notices such as subpoenas; reschedules cases as needed; issues DPS notices for individuals who fail to appear.
8. Answers telephone and greets visitors; provides information and assistance; collects payments; provides official documents.
9. Prepares, maintains and distributes various reports, records, and other documents pertinent to the operation of the Court and those required by the State of GA; ensures compliance with Court policies and procedures and State requirements.
10. Processes incoming and outgoing mail.
11. Assists City Clerk with payments on taxes.
12. Payroll duties for employees.
13. Other related duties as assigned.

KNOWLEDGE REQUIRED FOR POSTION

1. Knowledge of office procedures and policies.
2. Knowledge of records management.
3. Knowledge of office software.
4. Knowledge of courtroom rules and regulations.

5. Skilled in public and interpersonal relations.
6. Skilled in oral and written communication.

MINIMUM QUALIFICATIONS/EXPECTATIONS

- Ability to work closely with the public and other areas of government as needed whether in person or via telephone.
- GCIC/NCIC certification and Terminal Agency Certification or ability to acquire and maintain certification required.
- Expected to obtain Ga Municipal Court and Deputy Clerk certification.
- Valid driver's license and satisfactory Motor Vehicle Record.

OTHER

- This work consists of a variety of administrative and clerical duties that typically are performed in an indoor office environment or courtroom.
- Compensation is based on the depth of qualifications, skills, and knowledge of applicant.

**Interested persons should apply with resume in a sealed envelope
with Attention Mayor Joseph A. Case
By March 9, 2022 by 4:00 pm.**

**The resume may be dropped off at:
Trenton City Hall at 12882 North Main Street
Trenton GA 30752
Between 8:00 am to 4:00 pm or**

**Mail to:
City of Trenton,
Attn. Mayor Joseph A Case
PO Box 518
Trenton GA 30752**