



City of Moultrie Job Announcement

Date: June 27, 2024

Position: Municipal Court Clerk

Department: Municipal Court

Starting Salary: \$45,000 (Salary based on qualifications and experience)

Job Summary:

This position requires knowledge of proper judicial and court processes with a high level of confidentiality and problem solving skills and the ability to provide accurate, timely, and courteous customer service. Incumbents are responsible for specialized administrative tasks in the legal acceptance, recording, filing, and reproduction of a wide variety of official court records.

Illustrative Duties:

- Performs official Clerk of Court duties related to overseeing the office of the official depository of court records and functions.
- Provides information, analysis, and recommendations on administrative matters for the Judge and performs related work as necessary.
- Primary responsibilities include ensuring all cases are processed according to established guidelines, regulations, and daily productivity standards; ensuring the court records management system/network is fully operational, and fiscal management controls for court fine collections are monitored and maintained. Responsible for developing reports that target key court functions to monitor productivity, cost efficiency, and identify other problems and forecast future department requirements.
- Operates a Court management system to accurately input records and retrieve information related to cases, enabling accurate and time case management.
- Prepares and processes records, forms, and other legal papers for court; ensures all materials are complete, accurate, and compliant with State law and court policies and procedures.
- Provide direct supervision and compliance with state regulations regarding add-on fees and distribution to various state and county entities.
- Ensure court calendars are established effectively and efficiently to enable prompt adjudication.
- Monitor legislation matters affecting the operations of the court and implement changes upon final adoption by State and/or city officials.
- Provides assistance and information to attorneys, agencies, judges, solicitors, probation officers, sworn personnel, city staff, and the general public on court procedures and the status of cases.
- Under the direction of the Chief Judge, formulate and implement court policies and procedures as required by law.
- Development, management, and administration of the annual operating budget for the court.

- Handle financial transactions with accuracy, including fines, fees, and bond payments ensuring all transactions are accurate.
- Responsible for the implementation, and management of court software.
- Attend state-mandated continuing education training associated with this position.

Minimum Education/Experience/Qualifications:

- Must be a high school graduate or equivalent with two (2) years of experience or knowledge and a level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field.
- Must have some knowledge and understanding of criminal and civil law, governing statutes, and regulations related to procedures, protocols, and practices.
- Ability to read and understand complex written materials including state, federal, and local laws, regulations, legal statutes, ordinances, case law, legal documents, and professional publications.
- Ability to establish and maintain effective working relationships with employees, public officials, professionals, and the public.
- Advanced knowledge of Microsoft word and Excel

Licenses and Certifications Required:

- Notary Public Certification from the State of Georgia within ninety (90) days of employment.
- Successful completion of Georgia Crime Information Center Security and Integrity training within 30 days of hire date.
- State Certified within the first year of hire date.
- Maintain good standing with Georgia Municipal Court Clerks Council.

All applicants must submit an application and resume which includes three professional references to the Human Resources Department to indicate their interest.

The position will remain open until filled.