



BOARD OF COMMISSIONERS

Deputy Clerk of Court

Department: Clerk of Court

Department Manager: Clay Pate

Open Date: September 19, 2023

Close Date: October 2, 2023

Rate of Pay: \$31,390.84/yr

Shift: Monday – Friday

Hours: 8a.m. – 5:00p.m.

Other:

- Performs various clerical duties in support of court operations.
- Must possess excellent computer skills and phone etiquette.
- Must possess the ability to remain professional in stressful situations.
- Duties include, but are not limited to: answering telephones, greeting visitors and providing assistance and information to the general public, recording civil suits, subpoenaing witnesses, preparing court calendars, filing warrants and tickets, and recording criminal case histories in dockets.

All applicants must be able to pass a pre-employment background check, drug screen, and physical. Must have valid GA driver's license. Qualified individuals may apply in Suite 204 at the Charles Kent Administration Bldg., 225 N. Tift Ave. An application can also be obtained online at www.tiftcounty.org.

Tift County is an Equal Opportunity Employer and a
Drug-Free Workplace.