

Position Announcement

The Brantley County Board of Commissioners is accepting applications for a Full-Time clerical position for the Clerk of Superior Court office.

Duties and responsibilities include but are not limited to:

- Perform duties necessary to act as custodian of court records.
- Perform such other duties as are or may be required by law or as necessarily appertain to the Office of the Clerk of Superior Court.
- Must have the ability to communicate effectively with supervisor, other staff members, Judges, attorneys and the public at large.
- Must have the ability to use independent judgment in routine and non-routine situations.
- Must be able to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.
- Must have the ability to plan, organize and/or prioritize daily assignments and work activities.
- Must be physically able to operate a variety of equipment, including scanners, computers, typewriters, fax machines and copying machines.
- Must be able to move or carry objects or materials up to 25 pounds of force frequently.
- Must be adaptable to performing under considerable stress and working under strict legal parameters.
- Must not have felony or misdemeanor convictions. Excludes minor traffic infractions such as speeding.
- High School diploma or equivalent required.

This position is assigned operational responsibilities in a high volume, fast-paced judicial office with frequent deadlines. Individual must possess a positive attitude, the ability to quickly learn new tasks, work independently and promote a positive work environment. Entering case filings into an automated Case Management System; Working with case files; receipt and reconcile financial transactions; and any other duties assigned by the Clerk.

Starting salary \$15.07 or can be based on experience.

Candidate will be required to pass a criminal background check and drug screen

Applications can be picked up from the Board of Commissioners Office located at 33 Allen Rd., Nahunta, Ga. 31553.

Monday – Friday 8:00 AM – 4:30 PM

Applications will be accepted until the position is filled.

Brantley County Board of Commissioners is a Drug Free Work Place & an Equal Opportunity Employer.