



## **Wilcox County, Georgia Clerk of Superior Court**

### **Courts and Boards that we serve**

**Superior, Juvenile, Magistrate, Jury, Child Support, Board of Equalization**

### **Agencies we work with:**

**District Attorney, Public Defenders Office, Misdemeanor and Felony Probation, City, County and State Law Enforcement, Georgia Court of Appeals, Georgia Supreme Court, Georgia Department of Corrections, DFACS, Child Support Enforcement**

### **Job Summary**

**This position provides clerical, customer service, and administrative support for the operations of the Clerk's Office.**

### **MAJOR DUTIES**

- **Receive, stamp, and enter a variety of documents into appropriate databases and case management systems; maintains hard copy files in an organized manner.**
- **Receive and processes real estate records; indexes all recorded documents; assists customers in locating real estate records; completes related real estate records and reports. This will involve lifting heavy deed books.**
- **Prepare and process a variety of certified court documents.**
- **Receive payments for filing, bond payments, fines and other fees; enter correct amounts into correct accounts.**

- **Schedule court dates and hearings; assist in preparing court calendars; print related notices and other documents.**
- **Attend court and aid the Judge and other court officers; retrieve case files; enter orders after court proceedings and provide copies to parties. File stamp all documents entered in a case.**
- **Enter final dispositions into computerized database; transmit relative information to state and local agencies.**
- **Provide information and assistance to attorneys, law enforcement agencies, and the public; provide copies of court documents; receive related fees; certify and/or notarize documents as requested.**
- **Provide support for the jury selection and management process.**
- **Prepare a variety of regular and special reports.**
- **Perform related duties.**

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- **Knowledge of court policies and procedures.**
- **Knowledge of record retention principles and practices.**
- **Knowledge of the Code of Georgia - Annotated.**
- **Knowledge of Uniform Court Rules for Superior, Juvenile, Magistrate and Jury Courts.**
- **Knowledge of accounting principles and procedures**
- **Knowledge of computers and job-related software programs.**
- **Skills in the use of modern office equipment.**
- **Skills in the provision of customer services.**
- **Skills in establishing priorities and organizing work.**
- **Skills in problem solving.**
- **Skills in interpersonal relations.**
- **Skills in dealing with the public.**
- **Skills in oral and written communication.**

## **GUIDELINES**

**Guidelines include Clerks Authority Indexing Standards. GCIC guidelines, Board of Equalization guidelines, foreclosure laws, GSCCCA guidelines and county and court policies and procedures. These guidelines require judgment, selection, and interpretation in application.**

## **COMPLEXITY/SCOPE OF WORK**

- **The work consists of related clerical, customer service, and administrative duties. Frequent interruptions contribute to the complexity of the position.**
- **The purpose of this position is to provide support for the day-to-day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.**

## **CONTACTS**

- **Contacts are typically with co-workers, other county employees, law enforcement personnel. Attorneys, judges, real estate professionals, property owners, and members of the general public.**
- **Contacts are typically to exchange information, resolve problems, and provide services.**

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- **The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heaving objects and climbs ladders.**
- **The work is typically performed in an office.**

## **MINIMUM QUALIFICATIONS**

- **Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.**
- **Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.**

## **DAY TO DAY TASK**

### **CIVIL**

**Complaint on accounts**

**Annulment**

**Child Custody**

**Child Support Recovery**

**Validation of Revenue Bonds**

**Contempt**

**Contract**

**Condemnation of Land**

**Condemnation of Motor Vehicle**

**Condemnation under the VGCSA**

**Deposition Prior to Action**

**Dispossessory Complaint**

**Dissolution of Corporation**

**Distress Warrant**

**Divorce**

**Dormant Judgment**

**Election Contested**

**Establish Title Against All the World**

**Family Violence Protective Order**

**Foreign Child Custody Determination Registration**

**Foreign Judgment**

**Garnishment, post-judgment**

**Habeas Corpus**

**Land Registration**

**Legitimation**

**Libel for Slander**

**Lien Foreclosure**

**Name Change**

**Paternity**

**Professional Malpractice**

**Petition of Review**

**Separate Maintenance**

**Sex Offender Registration, Requirements, Petition for Release from**

**Stalking Protective Order**

**Third Party Complaint**

**Visitation Rights**

**Writ of Mandamus**

**Writ of Possession**

**Wrongful Death**

**FIERI FACIAS**

**Record Fieri Facias**

**Amend Fieri Facias**

**Alias Fieri Facias**

**INMATE LITIGATION – CIVIL**

**Suits**

**Writ of Habeas Corpus**

**NOTARY PUBLIC**

**REGISTRATIONS**

**Articles of Association of Professional Association**

**Limited Liability Partnership Election**

**Partnership**

**Trade Name**

**SERVICE**

**Sheriff's Service**

**Acknowledgement of Service**

**Service by Publication**

**Waiver of Service of Summons**

**ISSUE SUBPOENS**

**SUMMONS**

**Dispossessory Summons**

**Distress Warrant Summons**  
**Foreclosure on Lien Summons**  
**Grand Jury Summons**  
**Immediate Writ of Possession Summons**  
**Rule Nisi**  
**Seven-Day Foreclosure Summons**  
**Third Party Summons**  
**Traverse Jury Summons**

## **TRANSFERS**

### **CRIMINAL**

**Accusation**  
**Arraignment**  
**Bonds**  
**Bond Forfeiture**  
**Criminal Calendars**  
**Demand for Speedy Trial**  
**Guilty Plea Indictment**  
**Indictment or Accusation Against a Corporation**  
**Nolle Prosequi**  
**Sentence**  
**Warrants**  
**Transmit to GDC and GCIC**

**Collect Finds, Forfeitures and Court Cost and disburse money.**  
**Monthly.**

### **REPORTS**

**Aids Transmitting Crimes Report**  
**Final Dispositions**  
**Prisoner's E-Sentence Packet**  
**Publication in Legal Organ**  
**Sentence Review**

## **REAL AND PERSONAL PROPERTY RECORDS**

**Record all Land Deeds in real estate books.**

**Collect filing fees.**

**Collect transfer taxes**

**Collect Intangible taxes.**

**Cross index**

## **FILE AND INDEX**

**Oaths of office**

**Judges Orders**

**Trade names**

**Charters**

## **UCC FILING**

**UCC Financing Statements and Amendments.**

## **JURY**

**Update master list every year.**

**Non-citizen report**

**Pay jurors and bailiffs.**

## **JUVENILE**

**File all juvenile documents into case.**

**Juvenile to be kept under lock.**

**Custody cases**

**Transfers for Superior or other Juvenile Courts**

**Delinquency cases**

**Legitimation Petitions**

**Temporary Guardianship Appointments**

**Restitution Order**

## **MISCELLANEOUS DOCKET RECORDINGS**

**Attorney Bar Admission and Oath**

**Dam inventory list.**

**Military Discharge Recordings**

## **BOARD OF EQUALIZATION**

**Receive appeals from Tax Assessor**

**Communicate with Board members.**

**Schedule appeal hearings**

**Organize case files.**

**Ensure all proper documents are available for hearing.**

**Set up hearing space.**

**Mail notices to appellants.**

**Maintain board members training.**

**Schedule training seminars.**

**Maintain accounts payable.**

**Ensure all cases are complete and filed.**