

JOB OPENING

BERRIEN COUNTY PROBATE COURT OFFICE

POSITION: DEPUTY CLERK

JOB OBJECTIVES: Under the direction of Probate Judge Christina S. Allen, employee will be responsible for filing, recording, scanning, indexing, collecting and receipting court cost monies, and will perform other clerical duties as required.

ESSENTIAL

JOB FUNCTIONS: Deputy Clerks will be responsible for working in the Vital Records and Estate Division. This position will require assisting the general public, attorneys, public officials and others. Incumbents must have the ability to work in a **detailed** environment, be flexible, and have excellent communication skills.

REQUIREMENTS:

- *High school diploma or GED
- *One year of general office experience
- *General and basic knowledge in mathematics and simple accounting
- *Skill in interpersonal communications and ability to deal with the public
- *Basic record keeping skills
- *Proficiency in the operation of all standard office machinery and equipment; computers and software products as appropriate to the Court.

CRITICAL SKILLS: Must be willing to attend training seminars in order to remain current as to laws and procedures governing the Probate Courts of Georgia. Must be attentive to details in order to keep accurate records for public access; knowledge of court policies and procedures will be a plus; ability to collect and disburse monies in accordance with established Court procedure/policy; ability to effectively organize court times and schedules; ability to maintain on a daily basis effective working relationship with attorneys and the general public.

APPLICATION

DEADLINE: All applications must be submitted to:
Berrien County Commissioners Office (ATTENTION JUDGE ALLEN);
Berrien County Administration Building; 201 N. Davis Street; Nashville
GA., 31639 by **March 7, 2025**.
No phone calls, please.