



4303 Lawrenceville Highway • Loganville, GA 30052 • 770-466-1165 • www.loganville-ga.gov

Job Title:	Court Clerk
Closing Date/Time:	Open Until Filled
Salary:	\$15.63 Hourly
Job Type:	Full Time
Department:	Court

The City of Loganville is accepting applications for a full-time Court Clerk in the Municipal Court. Work involves assisting the general public in person and over the phone; receiving, indexing and recording court case information and /or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties.

Essential Job Functions:

- Receives, dates and stamps court related and/or legal documents such as citation reports, blood test results, traffic tickets, accident reports and docket reports.
- Reviews, verifies and/or records required information.
- Enters citations, tickets and other information into department databases; updates database information.
- Creates new spreadsheets/files; purges old data as appropriate.
- Makes copies and distributes to appropriate parties; maintains copies in department manual files.
- Records disposition of cases identified by docket reports.
- Prepares and posts court dockets; assigns court date for warrant cases; and files with court.
- Prepares case file and/or issues related legal documents.
- Attends court and assists judge as requested.
- Prepares and types various letters, reports, summaries and correspondence.
- Maintains files of department correspondence, program records, legal documents; photocopy documents and distributes and/or files.
- Requests information from other departments as necessary to complete department records/files.
- Pulls old case files for judge upon request.
- Collects and receipts payment for fees, fines and warrants.
- Answers inquiries from the public by phone or in person.
- Receives, dates and distributes incoming mail. Prepares outgoing mail.
- Performs other related duties as required or assigned.

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Knowledge, Skills and Abilities:

- Knowledge of business English and math.
- Knowledge of modern office practices, equipment, methods and procedures.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Skill in managing competing priorities on multiple projects.
- Knowledge of personal computers and computer software applications.
- Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.
- Ability to research and analyze detailed information, records and statistical data.
- Ability to prepare clear, concise and accurate documents.
- Ability to manage stressful situations.

Minimum Requirements:

High School Diploma or GED, some college helpful, One (1) year of clerical and/or customer service experience; Or equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess a valid Georgia Driver's License and have a satisfactory Motor Vehicle Record. In addition, must possess an acceptable Criminal Background and pass a Drug Screen.

Full-time benefits include:

- Health Insurance – Anthem PPO or HMO
- Defined Benefit Retirement Plan
- \$50,000 Life Insurance
- Paid Holidays, Vacation & Sick Time
- Optional vision coverage – Avesis
- Optional 457b employee contribution deferred compensation plan
- Employee Gym Access

Applications are available at City Hall or on our website at www.loganville-ga.gov. Submit completed application via website or to

City of Loganville
Attn: Human Resources
4303 Lawrenceville Rd
Loganville, GA, 30052

Resumes will **NOT** be accepted in lieu of Application.

The City of Loganville is an Equal Opportunity Employer.

Posted 04/28/2022