



The City of Rincon, GA

Job Title: Deputy Clerk of Court
Department: Court

Class Code:
FSLA: Non-Exempt

Job Summary

The Deputy Clerk provides administrative and clerical support for the Municipal Court of Rincon. Demonstrates a commitment to work collaboratively with other members of the Municipal Court team to ensure the court operates efficiently and accurately while maintaining a high level of customer service to the public, judges, attorneys, police staff and other city employees.

Duties and Responsibilities

- Answer phone calls and respond to in- person inquiries from the public.
- Collect court fines and maintain records of amounts collected.
- Attend all Municipal Court sessions; process fine payments and assist Clerk of Court and Solicitor.
- Perform basic record-keeping tasks to include filing and scanning court documents.
- Prepares legal documents, such as subpoenas and summonses.
- Ensures all court forms, orders and documents are signed by the judge before the end of each court session.
- Assists with general office duties such as processing daily mail, filing and intake of new citations and case files.
- Maintain confidentiality of sensitive information.
- Assists with fulfillment of all official Open Records requests pursuant to the Georgia Open Records Law (O.C.G.A § 50-18-70 et seq) related to Municipal court and police department records.
- Perform day-to-day administrative operations in the absence of the Clerk of Court.
- Assist with CCH (GCIC) disposition entry.
- Assist with conviction reporting to DDS.
- Performs related work as assigned.

Minimum Education and Experience

- High School diploma or GED.
- Supplemented by one year customer service and/or administrative experience.

Required Certifications, Licenses, and/or Skills

- Must possess and maintain a valid Georgia driver's license.



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- Must pass drug screening and background check.
- GCIC security certification
- Must be fingerprinted for GCIC access.

Physical Demand

Sedentary Work – Involves lifting no more than 10 pounds at a time, and occasionally carrying objects weighing up to 5 pounds.

Work Environment

The work is performed in an office and may require extended periods of sitting.

Americans with Disabilities Act Compliance

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.