

**SUPERIOR COURT OF DEKALB COUNTY, GEORGIA
STONE MOUNTAIN JUDICIAL CIRCUIT 4TH JUDICIAL
ADMINISTRATIVE DISTRICT**

**Deputy Clerk II - Family Law Information Center (F.L.I.C.)
(Part-Time with Benefits)**

Closing Date: Open Until Filled

Purpose of Classification:

The purpose of this classification is to perform specialized administrative duties and process routine and complex legal documents in support of Family Law Information Center division.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs administrative duties functions by telephone, by mail, and in person in support of the DeKalb County Family Law Center; reviews and accepts legal documents in accordance with court procedures for pro se litigants; notarize family law documents; responds to routine and complex questions or complaints; researches problems/complaints; and initiates problem resolution.

Processes and assist with client intake and screening (scheduling attorney consultations, scheduling assistance with the navigation of the child support calculator, providing referrals, etc.); distributes and submits information and legal documents to appropriate parties in regards to attorney consultations; retrieves, verifies, records and files documentation and records; and creates spreadsheets and reports of activities as necessary.

Collects, records and processes fees; processes payments, and other items according to division assignment and per established procedures; enters payments/ records payments into specified computer application.

Performs customer service functions as the first point of contact in the Family Law Center; communicates instructions regarding paperwork and court process; provide basic court and family law-related procedural information to pro se litigants; answers and returns high-volume of telephone inquiries.

Assist with gathering and replenishing resource materials for the Family Law Center's use for distribution.

Minimum Qualifications:

High school diploma or GED required; two years of administrative experience preferably in criminal justice, law or court environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: May be required to possess and maintain affirmation as a sworn Deputy Clerk of the Court and Notary Public Certification; and according to area of assignment, may be required to possess and maintain a valid Georgia driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to such adverse environmental conditions as crowded conditions, temperature extremes, strong odors, disease/bodily fluids, or violence.

To Apply:

Submit letter of interest and resume, including professional references identifying both current and former immediate supervisors to: SC.JOBS@DEKALBCOUNTYGA.GOV . No phone calls please.