

**JOB TITLE**

Deputy Clerk

**DEPARTMENT**

Probate Court

**POSITION SUMMARY**

This position is responsible for providing general administrative and clerical duties of a confidential nature, while providing overall support to the Probate Court.

**MAJOR DUTIES**

- Process court petitions.
- Audit financial returns.
- Process applications for marriage licenses.
- Process applications for vital records.
- Type, file, and maintain general court files.
- Must work well with the public, and be able to communicate effectively.
- Perform all other related duties such as answering phone, waiting on counter, helping all other staff members with their jobs as well as any other duties especially assigned by the leadership team.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Skill in maintaining complex records and preparing reports.
- Skill in bookkeeping.
- Skill in basic mathematics.
- Skill in operating such standard office equipment as a computer, Copy/Fax machine, typewriter and calculator.
- Skill in dealing with the public.
- Skill in oral and written communication.

**WORK ENVIRONMENT**

The work is typically performed in an office.

**MINIMUM QUALIFICATIONS**

High School Diploma or Equivalent

**PREFERRED QUALIFICATIONS**

Two years of experience in a professional or court environment, or an Associate's Degree.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual

orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

**ANTICIPATED SALARY RANGE \*PAY SCALE 12-14 (\$36,023.31-\$39,762.99)**  
(Depending on experience and education)

How to Apply:

Qualified persons may apply at  
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, [WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION](http://WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION) and e-mailed to [tblackwell@baldwincountyga.com](mailto:tblackwell@baldwincountyga.com) and [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com).

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER