

Job Announcement

The State Court of DeKalb is accepting applications for the position of Clerk of the State Court and Magistrate Court of DeKalb County. The Clerk reports to the judges of the State Court of DeKalb County, and to the Chief Magistrate of the Magistrate Court of DeKalb County. The Clerk's responsibilities include overseeing the processing of all court documents and records from intake to disposition and post-judgment, including the issuance of criminal arrest and search warrants and case management for ordinance violations and code enforcement actions. The Clerk is charged with ensuring timely reporting to relevant state and county agencies including GCIC, the Department of Drivers' Services, and the Administrative Office of the Courts. The Clerk will be expected to manage staff to provide a high level of customer service to the public, and internal customers; managing directing and evaluating assigned staff, developing and implementing long- and short-term plans, goals, and objectives for the Court; collecting fines, fees and other monies due to the Court and disbursing such funds to the County, state agencies, and litigants with appropriate reporting. Additionally, the Clerk will be required to work effectively with other senior level staff across all justice agencies, and the County's Administration where necessary for efficient court operations, including developing, presenting and defending court budgets to County officials.

For further details, see the job description and salary range listed on the DeKalb County State Court website.

Salary is commensurate with experience.

MINIMUM REQUIREMENTS:

Education: College Degree or certification in Business or Public Administration or related field. Post graduate degree in public administration or law is desirable but not required.

Experience: Must have at least five (5) years of similar experience in an administrative setting with similar customer service exposure and supervisory skills as well as a strong knowledge of basic concepts, principles and managerial policies applicable to a Court Clerk's Office.

Interested candidates should submit their letter of interest and resume to:

Judge Alvin T. Wong, Chief Judge, State Court of DeKalb County
Judicial Tower, 2nd Floor, Suite 2440
DeKalb County Courthouse
556 McDonough Street
Decatur, GA 30030

Or via email to atwong@dekalbcountyga.gov.

Applicants must address their relevant court administrative and/or legal experience in their letters of interest. References on required work experience must also be included.

Applications must be **received no later than Friday, March 24, 2023, 5 PM via mail or email.**