

**SUPERIOR COURT OF DEKALB COUNTY, GEORGIA**

**STONE MOUNTAIN JUDICIAL CIRCUIT**

**4TH JUDICIAL ADMINISTRATIVE DISTRICT**

**Judicial Branch Vacancy – Division 3**

**Judicial Criminal Calendar Clerk**

**Closing Date: Open Until Filled**

**Purpose of Classification:**

The purpose of this classification is to schedule court activities such as arbitrations, conferences, hearings, motions, and trials for an assigned court.

**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.*

Maintains calendar of court activities; schedules court proceedings; creates calendars for pre-trial, non-jury, motions, trial, and preemptory cases; schedules foreign language interpreters and coordinates court appearances; updates, reviews and notifies participants within established timeframes and regulations; notes attorneys, case numbers, and ordering information on calendar; makes calendar adjustments as needed; and prints/distributes calendars as required.

Notifies defendants, plaintiffs, attorneys, or other involved parties of upcoming court dates; verifies addresses of involved parties; and prepares and mails official notifications.

Dockets and files orders; docket/files bond orders, interpreter requests, requests for judicial assistance, waivers of counsel, bench warrants, reset notices, and other court orders; sends electronic or hard copy notices to all pertinent parties; and tracks all notices, ensuring they have been issued as ordered by a judge.

Attends hearings and performs courtroom duties; prepares calendar notations for use in updates; prepares and completes reset notices as needed; obtains signatures; distributes copies; performs duties of bailiff; assists with management of jurors; and coordinates transfer of prisoners from detention facility to courtroom as assigned.

Provides customer service; receives and responds to questions from attorneys, defendants, government/law enforcement agents, court personnel, and the general public; provides information regarding court procedures, case status, court dates, and certified copies of legal documents; and may assist at the front counter with customer requests.

**Minimum Qualifications:**

High school diploma or GED required; two years of administrative/clerical experience (experience in a court or legal setting is preferred); 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:** None.

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**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; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

**To Apply:**

Please be advised that Division 3 of the DeKalb County Superior Court is currently seeking applications for the position of Judicial Calendar Clerk to work in the chambers of Judge Yolanda Parker-Smith. Interested applicants should send a resume, cover letter, and writing sample to **SC.JOBS@DEKALBCOUNTYGA.GOV** as soon as possible.

*DeKalb County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*