



## POSITION AVAILABLE:

# DEPUTY COURT CLERK (ASSOCIATE CLERK)

The City of Oxford is accepting applications for the position of Deputy Court Clerk (Associate Clerk). This position is responsible for managing the City's Municipal Court operations, which require preparation of court dockets and other documents as needed, as well as attending court, recording case results, and maintaining court records. The incumbent in this position also serves as a customer service representative in the City Clerk's office, assisting customers with payment of fines, utility bills, and fees, as well as account and general inquiries.

### Minimum Qualifications:

- Completion of high school diploma or equivalent.
- Current, valid notary public certification or ability to become certified within first six months of employment.
- Ability to obtain Municipal Court Clerk Certification through Institute of Continuing Judicial Education and maintain certification by attending training annually.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or experience in a similar position for at least two years OR Successful completion of at least 90 semester hours or 60 quarter hours at an accredited technical school, college, or university.

### Top candidates will possess the following knowledge/skills/abilities/experience at a minimum:

- Routine professional interaction with customers in person and by phone.
- Strong interpersonal skills and a commitment to excellent customer service.
- Ability to count money accurately and advise customers of the status of their billing accounts.
- Successful performance working on a collaborative team.
- Ability to communicate in a professional manner verbally and in writing, and with customers and stakeholders at all levels.
- Record of good attendance at previous employer(s).
- Experience using a computerized utility billing system.
- At least two years of experience working in a city or county court environment and using a computerized case management system.
- Knowledge of Microsoft Office 365 applications including Outlook, Word, Excel, and Sharepoint.

Entry salary for this position is \$37,772.80 annually (\$18.16 hourly). Actual salary will be determined based on qualifications and experience. The City of Oxford offers a comprehensive benefits package including paid holidays, sick and vacation leave, health, dental, vision and life insurance coverage, short- and long-term disability coverage, and a defined contribution retirement plan with employer match opportunities.

For a complete list of job responsibilities and application, visit our website at <https://www.oxfordgeorgia.org/ApplyForJob.aspx>.

**Applications will be accepted until the position has been filled. Resumes submitted without completed applications will not be considered. A background investigation including criminal history check and drug screening will be conducted on selected candidate.**

Completed job applications may be dropped off in person or mailed to:

Oxford City Hall  
Attn: Job Announcement  
110 West Clark Street  
Oxford, GA 30054