



Oglethorpe County
Probate Court

Position Title: Court Clerk
Supervisor: Probate Judge
Status: Full-time
Salary: Compensation is commensurate with experience and qualifications
Excellent comprehensive benefits package
Place of work: 109 E. Boggs St, Lexington, GA
Posted: 6/05/2025
End Date: Open until filled

Position description:

Upon hire, this position performs clerical work in support of Probate Court functions. Responsibilities include receiving and processing legal documents, providing general information and assistance to the public, preparing case files for the Judge, and performing data entry. Responsibilities of the Probate Court include adjudication of traffic citations, probate of wills, administration of estates, appointment of guardianships, issuance of firearms licenses, issuance of marriage licenses, and custodian of vital records.

Candidates must possess a high school diploma or equivalent. Candidates must have impeccable integrity and strong character. Candidates must be able to work well independently and with other employees to provide fast, friendly, efficient service to the public.

The application is available at <https://www.oglethorpecountyga.gov/job-opportunities>

Submit a completed application to:

1. By email to Kayla Grier, Oglethorpe County Probate Judge at kgrier@oglethorpecountyga.gov,
Subject line: Job application, Probate Court
2. Or mail to Oglethorpe County Probate Court, P.O. Box 70, Lexington, GA 30648