



Position Title: Deputy Clerk
Supervisor: Chief Magistrate
Status: Full-time
Salary: Compensation is commensurate with experience and qualifications
Excellent benefits package
Posted: 05/28/2025
End Date: Open until filled

Position description:

Upon hire, this position performs basic entry-level duties associated with the Magistrate Court. Responsibilities include but are not limited to greeting and assisting customers by phone, in person, or by email; data entry; electronic retrieval and processing of forms and documents; data entry

Candidate must possess a high school diploma or equivalent. Candidate must be able to work well independently and with other employees to provide fast, friendly, efficient service to public. Candidate must demonstrate basic computer proficiency.

The ideal candidate possesses a technical certificate, associate or bachelor's degree with a concentration in accounting or math, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Application is available at www.oglethorpecountyga.gov

Submit completed application to: Oglethorpe County Magistrate Court, 109 E. Boggs Street, Lexington, GA 30648.