

City of Washington, Georgia

Job Posting: Part-Time Chief Clerk of Municipal Court

The City of Washington is seeking a dedicated, organized, and detail-oriented **Part-Time Chief Clerk of Municipal Court**. This position supports the operations of the Municipal Court and requires strong administrative skills, confidentiality, and professionalism.

Position: Part-Time Chief Clerk of Municipal Court

Schedule: Evening court sessions (approximately 10 sessions per year, typically after 5:00 PM)

Reports To: Municipal Court Judge and City Manager

Job Summary

The Chief Clerk of Court performs administrative, clerical, and recordkeeping duties to ensure the efficient operation of the Municipal Court. Responsibilities include assisting the Judge and Solicitor during court sessions, preparing and maintaining court records and dockets, processing citations, collecting fines and fees, and providing information to defendants, attorneys, and law enforcement.

Key Responsibilities

- Prepare, organize, and maintain court calendars, case files, and related documentation
 - Record, process, and track citations, warrants, and dispositions
 - Assist the Judge during court proceedings and ensure accurate recordkeeping
 - Collect and receipt fines, fees, and bonds; prepare corresponding financial reports
 - Respond to public inquiries and provide guidance on court procedures
 - Maintain confidentiality and ensure compliance with all legal and administrative requirements
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Qualifications

- High school diploma or equivalent (some college coursework or legal/administrative experience preferred)

- Strong organizational, communication, and computer skills
 - Ability to handle confidential information with discretion
 - Experience with court operations, legal administration, or public service preferred
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Compensation

This is a part-time, hourly position. Compensation is based on experience.