



State Court
DeKalb County, Georgia

State Court of DeKalb County

Clerk of Court

The State Court of DeKalb is accepting applications for the position of Clerk of Court. The Clerk reports to the judges of the State Court of DeKalb County, and to the Chief Magistrate of the Magistrate Court of DeKalb County. The Clerk's responsibilities include overseeing the processing of all court documents and records from intake to disposition and post-judgment, including the issuance of criminal arrest and search warrants and case management for ordinance violations and code enforcement actions. The Clerk is charged with ensuring timely reporting to GCIC, the Department of Drivers' Services, and the Administrative Office of the Courts. The Clerk will be expected to manage staff to provide a high level of customer service to the public, and internal customers; managing directing and evaluating assigned staff, developing and implementing long- and short-term plans, goals, and objectives for the Court; collecting fines, fees and other monies due to the Court and disbursing such funds to the County, state agencies, and litigants with appropriate reporting. Additionally, the Clerk will be required to work effectively with other senior level staff across all justice agencies, and the County's Administration where necessary for efficient court operations, including developing, presenting and defending court budgets to County officials.

Interested candidates should submit their letter of interest and resume to Judge Wayne M. Purdom, Chief Judge, State Court of DeKalb County, Judicial Tower, 3rd Floor, Suite 3220, DeKalb County Courthouse, 556 McDonough Street, Decatur, GA 30030. Applicants should address their relevant court administrative and/or legal experience in their letters of interest. All applications should be submitted no later than November 1, 2017.