



ATLANTA JUDICIAL CIRCUIT

**SUPERIOR COURT OF FULTON COUNTY**  
**COMPETITIVE JOB ANNOUNCEMENT FOR THE POSITION OF:**  
**RECORDS AND DOCUMENTS COORDINATOR**

UNCLASSIFIED POSITION IN THE **COURT SERVICES DIVISION**

**SALARY RANGE: B23 - \$36,386 - \$58,254**

**CLOSING DATE: OCTOBER 19, 2016**

**QUALIFICATIONS:**

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and three (3) years administrative or recordkeeping experience (*one (1) year lead or supervisory experience is preferred*); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS:**

- Georgia Crime Information Center (GCIC) Certification (*as required by position assignment*);
- Notary Public Certification issued by the Clerk of Superior Court (*within county of residence -- as required by position assignment*);
- Affirmation as a sworn Deputy Clerk of the Court (*to be obtained within one (1) month of employment -- as required by position assignment*).

**EXAMINATION:**

The examination will consist of an evaluation of education and experience accomplished by an analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed to be qualified. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/course work used to qualify for this position.

**JOB SUMMARY:**

Incumbent in this class performs duties related to coordinating records and documents maintenance functions within an assigned department. Responsibilities include compiling and maintaining statistical data and correspondence, composing and editing correspondence and other documents, researching data, and providing lead direction to assigned staff as required.

**ESSENTIAL DUTIES:**

Coordinates maintenance functions for various records and documents systems, such as libraries, court documents, and medical records. Provides lead direction to assigned staff as required, including establishing workloads, prioritizing work assignments, monitoring employee performance, interpreting policies and procedures, and resolving staff issues. Composes, verifies, and edits correspondence, reports, and other documents and responds to requests for information. Reads and verifies reports submitted for detail and clarity. Researches data utilizing automated computer systems. Performs complex data entry on specialized computer programs. Ensures accurate maintenance of office records, manuals, and documents; interprets new directives, policies, and regulations; and informs appropriate personnel of changes. Provides assistance and training on procedures to access and research data and/or information.

**TO APPLY:**

*Resumes with letters of interest, and the completed EEO/Veterans' Status and Self Identification form, may be sent to the Superior Court Administrator's Office, via email at [SCA.BusinessOffice@fultoncountyga.gov](mailto:SCA.BusinessOffice@fultoncountyga.gov) with the Subject Line: **Rec & Docs Coord. – Court Services Division**, by **Wednesday, October 19, 2016** at midnight.*

*It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.*

# EEO Candidate Voluntary Self-Identification

## Superior Court of Fulton County

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Superior Court believes that all persons are entitled to equal employment opportunities and we do not discriminate against our employees, applicants, or job seekers because of race, color, gender, religion, national origin, disability, veteran status, age, marital status, or any other protected group status as defined by the laws. In order to comply with the laws, we invite you to voluntarily self-identify your race/ethnicity, gender, and veteran status. Please complete the information below, which includes the option to choose not to self-identify, and return as instructed as soon as possible.

This information will be kept confidential and separate from the application for employment. Your submission of this information is entirely voluntary and refusal to provide it will not influence our screening or hiring decisions.

<b>Name:</b> _____	<b>Date:</b> _____			
<b>Position Applied For:</b> _____				
<b>Referral Source:</b>	<input type="checkbox"/> Internal (Current Employee)	<input type="checkbox"/> Fultoncourt.org	<input type="checkbox"/> Friend	<input type="checkbox"/> Relative
	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Other: _____ (please specify)		

I do not wish to complete the information requested below.

<b>Sex:</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
<b>Race/Ethnicity:</b>	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Black/African American	<input type="checkbox"/> White
	<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian	
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Two or More Races (Not Hispanic or Latino)	

### Race/Ethnic Definitions:

- *Hispanic/Latino*: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- *Black/African American (not Hispanic or Latino)*: A person having origins in any of the black racial groups of Africa.
- *White (not Hispanic or Latino)*: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- *American Indian/Alaskan Native (not Hispanic or Latino)*: A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- *Asian (not Hispanic or Latino)*: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- *Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)*: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- *Two or More Races (not Hispanic or Latino)*: A person who identifies with two or more race categories named above.

## Veteran Status Pre-Offer Solicitation

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Superior Court of Fulton County is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, [38 U.S.C. 4212](#) (VEVRAA), which requires government contractors to take affirmative action to employ and advance in employment:

- (1) **Disabled veterans**
- (2) **Recently separated veterans**
- (3) **Active duty wartime or campaign badge veterans**
- (4) **Armed Forces service medal veterans**

These classifications are defined as follows:

- *A disabled veteran* is one of the following:
  - A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the secretary of Veterans Affairs
  - A person who was discharged or released from active duty because of a service-connected disability
- *A recently separated veteran* is any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service
- *An active duty wartime or campaign badge veteran* is a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the U.S. Department of Defense
- *An Armed Forces service medal veteran* is a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).

Protected veterans may have additional rights under the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service, toll-free, at **1-866-4-USA-DOL**.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a government contractor subject to VEVRAA, we request this information to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veterans listed above
- I am not a protected veteran
- I decline to disclose my veteran status