

**GEORGIA STATE-WIDE BUSINESS COURT  
NATHAN DEAL JUDICIAL CENTER  
330 CAPITOL AVENUE, S.E.  
ATLANTA, GEORGIA 30334**

**JOB ANNOUNCEMENT  
SENIOR DEPUTY CLERK**

**Clerk Angie T. Davis of the new Georgia State-wide Business Court (the “Business Court”)  
will be hiring a Senior Deputy Clerk to begin work in September 2020.**

**Job responsibilities include:**

Develops, recommends, updates, and implements policies and procedures for the clerk's office; reviews efficiency and effectiveness of operations, methods, processes, and procedures; monitors pending and new legislation that impacts office activities and work processes; and ensures compliance with established laws, rules, and orders.

Enters data from court and legal documents into computer systems; audits and reviews data for accuracy; updates case disposition information; maintains accurate records and filing systems; performs case management duties; and provides statistical information and compiles reports as required.

Maintains court calendar; schedules dates and times for hearings, motions, and trials; communicates instructions regarding paperwork and court appearance/process; prepares calendar for publication; and reviews court calendar to ensure accuracy.

Performs customer service functions by telephone, by e-mail, mail, and in person; provides information and assistance regarding court activities, procedures, documentation, fees, case status/disposition, or other issues; reviews and accepts legal documents in accordance with court procedures and prescribed time frames; responds to routine and complex questions or complaints; researches problems and initiates problem resolution.

Performs accounting duties specific to assignment: collects, records and processes court payments; balances funds received; reviews, prepares and maintains various financial documents; performs balancing and disbursement of funds; and reconciles bank statements.

Participates in development and administration of budget for assigned area; makes projections and recommendations; monitors expenditures to ensure compliance with approved budget;

Participates in the implementation of automated systems; adapts and tests software; creates new and updates existing documentation; establishes operating procedures.

The Senior Deputy Clerk serves at the pleasure of the Clerk of Court.

**Mandatory Qualifications:** Bachelor's degree in Public or Business Administration, or related field required; supplemented by five years of professional managerial responsibility in court service functions with budgetary, policy, and procedural administration responsibilities and accountability; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**The salary range is \$65,000 – \$82,292, plus state employee benefits.**

**The application deadline is 5:00 PM EST on Friday, August 21, 2020.** Applicants should submit a resume (detailing relevant academic and work experience) and cover letter explaining why they are interested in the position and an available start date. Applicants should be prepared to provide a law school transcript and professional references upon request. Interested applicants should submit a resume and cover letter to the attention of Angie T. Davis at [resume@gsbc.us](mailto:resume@gsbc.us).