

Position Available: Deputy Clerk

Job Summary: provide clerical support to Magistrate Court.

Minimum Qualifications: High school diploma or GED; supplemented by up to two (2) years of previous clerical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

REQUIRED SKILLS:

Strong decision making, analytical and leadership skills.

Good communication and interpersonal skills.

Ability to work under pressure and meet tight deadlines.

Work independently and with others.

Ability to plan and prioritize daily activities.

Must be meticulous, punctual, dependable and pass a criminal background check.

Full time position, competitive salary with medical, vision, dental, short-term disability.

Peach County Board of Commissioners also offers county paid long term disability, life insurance, discounted gym membership and pension plan.

Please submit all applications to leah-morris@peachcounty.gov

Position open until filled.