



JOB TITLE

Deputy Clerk

DEPARTMENT

Probate Office

JOB SUMMARY

Job duties include but are not limited to

- Processing probate court petitions
- Auditing financial returns
- Issuing marriage licenses, firearm license, birth certificates and death certificates

MAJOR DUTIES

- Must be able to work with the public as well as perform clerical duties, including typing, filing, and scheduling court cases.
- Must be able to operate standard office equipment and use of computer is mandatory.
- Banking, accounting, paralegal, or court experience is preferred.

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to jobs@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER