



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Deputy Clerk (Civil Division) FY 15-28

DEPARTMENT: Magistrate Court

ENTRY SALARY: \$12.20 – per hour, plus benefits

PAY GRADE: 9

REQUIREMENTS: Perform routine clerical and administrative tasks to support the Chief Magistrate and Deputy Magistrates in the daily activities of the office. Provides customer service to visitors of the office.
RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent. Minimum of one year experience performing administrative, secretarial/clerical or data entry duties.

DEADLINE FOR APPLICATIONS: 5:00 PM – October 20, 2014

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 10/7/2014