Wayne County is seeking applications for a Court Aide

**Key Responsibilities:**

This position is responsible for court intake, data entry of client information, receipting client payments and assisting the Probation Officers as needed. This position requires working knowledge of office software and word processing skills; excellent organizational, customer service, interpersonal, written, and verbal communication skills; ability to perform comfortably in a fast-paced, deadline-oriented work environment; ability to successfully execute many complex tasks simultaneously; and ability to work as a team member, as well as independently.

**Minimum Qualifications:**

High school diploma or GED required, with at least one year of general office experience. Experience in a probation office is preferred.

**How to Apply:** Applications are available at the Wayne County Administrator’s Office, Monday through Friday, 8:00 a.m. to 5:00 p.m. Completed applications must be submitted to the same office by **August 1, 2025**.

**Starting salary:** $28,035.60 annually.

Wayne County is an Equal Opportunity Employer.



Court Aide TA/5

Probation Office

**JOB SUMMARY**

This position performs administrative duties in support of department operations.

**MAJOR DUTIES**

* This position is responsible for court intake and data entry of client information,
* Receiving and receipting client payments
* Assisting the Probation Officers as needed.
* Answers telephone and greet visitors; provides information and assistance; refers to appropriate personnel; takes messages.
* Prepares letters, memoranda, and other correspondence.
* Maintains office supply inventory; reorders as needed.
* Performs related duties.
* Conducts intake interviews with new clients.
* Enters data into case management system from records and reports.
* Maintains filing and client records.
* Receives and receipts client payments.
* Assists in conducting drug screens.
* Answers phone, takes messages and forwards to appropriate person.
* Prepares outgoing mail for delivery.
* May be required to make bank deposits.
* Performs other duties as assigned by management.

**KNOWLEDGE REQUIRED BY THE POSITION**

* Knowledge of modern office practices and procedures.
* Knowledge of computers and job-related software programs.
* Knowledge of departmental policies, procedures and functions.
* Skill in the provision of customer services.
* Skill in public and interpersonal relations.
* Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Probation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES**

Guidelines include department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY/SCOPE OF WORK**

* The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the

position.

* The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency of those operations.

**CONTACTS**

* Contacts are typically with co-workers, property owners, and members of the general public.
* Contacts are typically to give or exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

* The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
* The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

* Knowledge and level of competency are commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
* Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
* High School diploma or GED, plus one year of general office experience.