

Circuit: Stone Mountain Judicial Circuit (DeKalb County)

Job Title: Records Technician, Records Division

Job Description: The District Attorney's Office has an opening for a Records Technician in the Records Division. The following duties are normal for this position; other duties and special projects may be required and assigned. This position will report directly to the Deputy Director of Operations and Special Projects. The following duties are normal for this position.

This is a full-time position, whose duties include but are not limited to:

- Opening/closing cases in the Tracker and Odyssey Case Management systems
- Creating physical files when necessary
- Monitor Work Queues in Odyssey
- Monitor and respond to emails sent to DA Records email
- Research difficult to find and old dispositions.
- Order and Coordinate transfer of cases to Record Retention for storage
- Process State Court Transfers
- Assist in providing receptionist backup coverage to include assisting walk ins and sorting mail

Minimum Qualifications/Requirements: High School Diploma or GED; one year experience in a legal office environment preferred but not required.

Knowledge/ Skills/Abilities: The ideal candidate will be detail oriented and customer service focused with excellent communication skills. Must be able to multitask and work under occasionally stressful time constraints.

Position Status: Full-Time

Position Type: County Paid

Salary Range: Salary and benefits will be commensurate with experience.

Employment is contingent upon the completion and satisfactory results of a criminal background check and physical/drug screen.

Interested candidates should email a resume, cover letter, and references by May 26, 2023, to the attention of Antionette Liddell at abliddell@dekalbcountyga.gov.