

## **Karen F. Taylor**

CLERK OF SUPERIOR COURT OF CALHOUN COUNTY  
P.O. BOX 69  
MORGAN, GA 39866

### JOB DESCRIPTION: CLERK OF SUPERIOR COURT

Responsible directly to the people of Calhoun County for the administration of the office; performing all duties prescribed by law in connection with the Superior Court; serving as Recorder of Deeds, mortgages and other instruments required by the Code of Georgia; hiring and supervising personnel; prescribing working conditions. Also serve as Clerk of the Juvenile Court and Clerk of the Jury Commissioners.

### JOB SUMMARY

Supervises, assists or handles fully the following:

Adoptions

    Minimum – 10 steps

    Maximum – 12 steps

Alphabetical index to plats

Appeal Bonds

Approves pay for witnesses

Armed Services discharges

Arrest Notices

Articles of Incorporation

Assists Attorneys

Assists public with records

Attorney's Licenses

Attorney's Register

Bank Accounts:

    3 checking accounts

Bank Statements

Bench Warrants

Calendars: (many, many steps)

    Civil

    Criminal

Cancellations

Cash Record of Fees

Certified Copies of records

Civil Cases: 225 per year

    Minimum – 9 steps

    Maximum – 60 steps

Condemnations

Correspondence

Costs

Court attendance:

    4 weeks jury trials per year

    42 days non-jury hearings, including  
    arraignments and sentencing

Criminal Cases:

    Minimum – 6 steps

    Maximum – 28 steps

Dead Docket

Deeds: Average 130 per month (many steps)

Dentists' Register

Divorces

Doctor's Register

Easements

Election Returns (file)

Exemplified Copies

Extraditions

Federal Tax Liens

Fi Fas

Filing Records

Financing Statements

Fines

Foreclosures

Forfeitures of Recognizance

Garnishments: (many steps)

General Execution Docket

Grand Jury

Grand Jury Docket

Grand Jury Presentments

Hospital Liens

Indexing all records  
Indictments  
Inventory  
Invoices  
Issue pay to all jurors:  
    Traverse Jury  
    Grand Jury  
Judgments  
Judicial Qualifications Commission  
Jury: Drawing, Lists, Calling, Striking  
Jury Revision: (many, many steps)  
Jury Certificates  
Jury Information Sheets  
Juvenile Cases: (each)  
    Minimum – 9 steps  
    Maximum – 16 steps  
    (If appealed, 24 steps)  
Keeping all dockets current  
Land Lot docket for plats  
Leases  
Lis Pendens  
Mail  
Mandatory Training (4 sessions per year)  
Materialmen's Liens  
Motions: Civil and Criminal  
No Bills  
Notary Public:  
    Applications and Commissions  
Nulla Bonas  
Oaths  
Paroles  
Partnerships:  
    Limited and General  
Pharmacists Register  
Plat copies  
Plat Recording  
Preparing Records for Appellate Courts  
Preparing Records for Superior Courts'  
    Sentence Review Panel  
Probation Revocations and Orders  
Real Estate Transfer Tax (many steps)  
Receipts for all fees  
Records retention schedules  
Reports:  
    Administrative Office of the Courts  
    Auditors  
    Board of Health  
    County Commissioners

(REPORTS CONTINUED)

DFACS  
Department of Corrections  
Council of Juvenile Court Judges  
Department of Human Resources  
Department of Public Safety  
District Attorney  
Georgia Crime Info. Center  
Peace Officers' Training Fund  
Retirement Associations  
Clerk of Superior Court  
Peace Officers  
Sheriffs  
Registrars  
Secretary of State  
State Game & Fish Commission  
State Revenue Department  
Vital Statistics  
Searching Records  
Sentences  
Statistics  
Subpoenas:  
    Civil  
    Criminal  
    Grand Jury  
    Juvenile  
    Probation Revocations  
    Produce Documentary Evidence  
Supplies  
Telephone Calls: (Average for Office)  
    Minimum no. per day: 18  
    Maximum no. per day: 35  
Termination Statements  
Trade Name registration  
Uniform Superior Court Rules of Georgia  
Uniform Reciprocal Enforcement of  
    Support Act  
Warrants  
Xeroxing Records  
Yearly Budget:  
    Clerk of Superior Court  
    Superior Court (Jury, Bailiffs, et.al.)

Keeping abreast of all new laws affecting each of these items listed

**The following is a list of duties the Clerk of Superior Court's Office performs related to the prison and inmates at Calhoun State Prison:**

**Habeas Corpus Petitions:**

**Step 1:** When petitions are received we have to read them over and make sure that they follow the basic guidelines for filing a Habeas Corpus Petition. If not, they are returned to the inmate for correction.

**Step 2:** If they are correctly completed, the petition is then copied and sent to Judge Porter for sanctioning and setting a hearing date and mailed back to this office for filing.

**Step 3:** When received from the Judge, they are docketed, given a case number and then copied 6 times and mailed to the Attorney General's Office, the Inmate, Assistant Attorney General handling the case, Judge Porter's Law Clerk, the Warden, and Judge Moulton.

**Step 4:** In some cases, the inmate will request witness subpoenas on his behalf to testify at the hearing. If the inmate pays the witness fee and the roundtrip mileage with the request, I issue the subpoena and send it to the Sheriff of whatever county the person lives in. After I receive confirmation from the Sheriff's Dept. that the subpoena has been served, I then notify the inmate and notify the Attorney General's Office of who was subpoenaed.

**Step 5:** Anything that is received from the inmate after the filing of his petition is copied 6 times and mailed out to the same 6 people listed above.

**Step 6:** On the hearing day someone from this office has to be present to handle the file during the hearing. The location of the hearing is alternated each month with Mitchell County.

**Step 7:** When the Final Order is received, it is filed, copied and mailed out to the same 6 people listed above.

**Habeas Corpus Appeals:**

**Step 1:** 99% of the time when a Habeas Corpus Petition is denied the inmate files an Appeal. When we receive that we have to organize everything in the file by file date, number each page, and then prepare an index to attach to the top of the file. Most of these files contain 300+ pages.

**Step 2:** The transcript has to be certified and also enclosed in the Appeal packet. The transcript is usually pretty thick because it contains the transcript from the inmate's original trial or guilty plea, plus the Habeas Corpus hearing transcript.

**Step 3:** This packet is then mailed to the Georgia Supreme Court.

Any other Civil Actions filed by inmates are handled in the same manner as the Habeas Corpus Petitions. On average, there are approximately **3-4 new Civil cases per week** filed by inmates.

Appeals of other Civil Actions filed by inmates are handled in the same manner with the exception of being sent to the Georgia Court of Appeals instead of the Georgia Supreme Court.

**The items listed on this page deals with newly mandated duties that are to be performed in this office daily.**

Computerized Indexing of all deeds recorded from January 1, 1999 (we are currently 1 year and 2 months behind). This should be done daily

Computerized Indexing of all Civil Cases filed in the County since January 1, 2000 and transmitted to the State once per week. (Mandatory since July 1, 2001) This involves entering data for each case as documents are filed for each case.

Computerized Indexing for all Criminal Cases filed in the County since January 1, 2000 and transmitted to the State once per week. (Mandatory since July 1, 2001)

Financing Statements: Processing and scanning into the State computer for search over the Internet. This is done daily.

The Superior Court Clerk's Authority is preparing to have all Clerks' offices start entering Notary Public Appointments on the computer for search over the Internet in 2002.

The Superior Court Clerk's Authority is preparing to have all Clerks' offices start scanning in all Plats recorded into the State computer for search over the Internet in 2002.