



JOB OPENING

Troup County Government

Position:	Department:	Salary:
Dependency Coordinator	Juvenile Court	\$23.31/Hr

Under general supervision and instruction this position is responsible for coordinating dependency intakes and hearings.

Qualifications/Knowledge:

- ⇒ Must have a current valid driver's license
- ⇒ Baccalaureate Degree in a course of study related to the occupational field
- ⇒ Must have 1-2 years of experience in a related field
- ⇒ Knowledge of county and court policies and procedures
- ⇒ Knowledge of the Georgia Juvenile Court Code
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in paying impeccable attention to detail
- ⇒ Skill in prioritizing and organizing work tasks
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Maintains timelines for all foster care cases; maintains related records
- ⇒ Schedules dependency hearings; makes court arrangements for all foster care cases, private cases, and educational dependency cases
- ⇒ Distributes orders and court documents
- ⇒ Directs attorneys for cases assigned, including third-party petitioners
- ⇒ Makes determinations regarding child welfare decisions
- ⇒ Maintains records of incarcerated parents and prepares and submits related documentation
- ⇒ Prepares court documents
- ⇒ Schedules hearings for cases transferred from Probate Court
- ⇒ Attends meetings of the Team Case Review and Child Fatality Review
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 04292025 Dependency Coordinator

Grade 16

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace

04/29/2025