



State Court Clerk Curriculum

Track: Regular (6-hour classes)

Public Sector Leadership (previously called Leadership Development)
Financial Management
Managing Human Resources
Case Management
Effective Communication (previously called Communication)
Superior Court Clerks' Manual: Resources and Research (previously called Legal Research)
Fines, Fees, and Forfeitures

Elective Pool: Elective Courses (6-hour classes)

Total Courses Required: 2

Change Management
Conflict Resolution
Disaster Recovery and Records Management (previously called Open Records/Open Meetings and Records Management)
Ethical Use of Power (previously called Professionalism and Ethics in Public Service)
General Elective (may take the Annual Update class, if needed, as an elective- i.e., if the second of the two required electives is the only class needed to complete the certificate, and an elective the clerk has not taken is not offered at the conference)

Classes for certificate completion are available at the Superior Court Clerks' conference in the spring each year and at the Constitutional Officers Association of Georgia (COAG) conference each fall. Upon completion of required classes above, certificates of completion are awarded at the fall COAG conference.

When the certificate has been earned, clerks take Certified Annual Update at conferences as continuing education to keep the certificate current.

Note: State Court Clerks take state mandated training through Institute of Continuing Judicial Education of Georgia (ICJE).

For information about mandated training, contact Sydney Motes at sydney@icje.law.uga.edu or Doug Ashworth at doug@icje.law.uga.edu

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