

# **RUTH A. WILSON, CLERK**

**Superior and State Courts  
Rockdale Judicial Circuit**

## **Inventory & Asset Management**

- Equipment
- Software
- Furniture
- Supplies

## **Case Flow Management**

- Resource Allocation
- Policies & Procedures
- Service Quality

## **Financial Management**

- Budget
- Audit
- Policies & Procedures
- Reporting
- Grant Management

## **Human Resource Management**

- Hiring & Discipline
- Training & Development
- Compensation
- Safety & Security
- Recruiting & Retention
- Recognition & Reward
- Performance Assessment

## **Leadership**

- Visioning
- Strategic Planning
- Quality Control
- Process Improvement
- Change Management
- Needs Assessment

## **Information Technology Management**

- Data Security
- Vendor Management
- Research
- Court Technology

## **Legal & Regulatory Compliance**

- OCGA
- USCR
- DOR
- DOJ
- DOL
- State Reporting
- Indexing Standards
- Secretary of State

## **Communication**

- Website
- Public Speaking
- Brochures
- Stake Holder Collaboration
- Media Relations
- Community Involvement

## **Record Management**

- Emergency Preparedness
- Disaster Recovery
- Archives
- Retention Schedules

## **Other Functions**

- Jury Management
- Board of Equalization
- Legislative Analysis
- Passports
- Notary Commissions



***PRESERVING THE PAST WHILE PREPARING FOR THE FUTURE***