

Clerk of Court, Town of South Congaree

Job Category

Municipal Court

Employee Status

Full Time

Position Hours

Monday – Friday

8:00 a.m. - 5:00 p.m.

Qualifications:

Strong attention to detail and excellent organizational skills

Ability to multitask and prioritize tasks effectively.

Proficient in using office software such as Microsoft Word, Excel, and Outlook

Excellent written and verbal communication skills

Ability to maintain confidentiality and handle sensitive information with discretion.

Strong problem-solving skills and ability to work independently or as part of a team.

High School Diploma or its equivalent and two (2) years related legal/court work experience.

Responsibilities:

- Perform clerical duties such as answering phone calls, responding to emails, and maintaining files and records.
- Legal drafting and preparation of court documents.
- Schedule court hearings, meetings, and appointments.
- Prepare and distribute court calendars and dockets.
- Collect and process fees, fines, and other payments.
- Maintain accurate financial records and handle cash transactions.
- Implement organization and management of court records and case files.
- File retention management.
- Provide administrative support to Judges, Attorneys, and Town Clerk.
- Conduct data entry and word processing tasks.
- Create Ishmell Letters for defendants regarding Court Dispositions.
- Set Off Debt filing
- Verify expungement log in database printing and researching to determine status then file for expungements.
- Send warrants and paperwork to the Department of Motor Vehicles.

- Receive and collect information on towed cars and tow invoices.
- Business Licensing assistant
- Other job duties include customer service related to all Town services and needs.
- Provides professional and courteous customer service at all times to in-house staff and the general public either by telephone, electronically, or face to face.
- Greet visitors and respond to questions regarding court procedure; provides information and material; accept payment, provide assistance to the customers at the front counter.
- Complete and file monthly report and accounting report and send to finance company, and submit the monthly finance reports to the State Treasurer's Office Revenue Remittance
- Complete Transfer Forms for Court Funds and General Funds according to the Court Escrow worksheet on monthly report.

Requirements:

- Previous experience in a clerical or administrative role and cash handling is required.
- Previous Clerk of Court experience required.
- Familiarity with legal terminology and court procedures is a plus.

Note: This job description is intended to provide a general overview of the position. It is not an exhaustive list of all responsibilities, duties, requirements, or working conditions associated with the job.

Salary:

Salary is commensurate with experience. E.O.E

Benefits:

- Employers paid Health Insurance/Dental/Vision and Life Insurance. (Employee)
- Vacation Time
- Sick Time
- Weekends Off
- Paid Holidays (13 in 2024)

To Apply:

- **By Email at townclerk@southcongaree.org (Subject Line: Clerk of Court Position)**
- **Online VIA Indeed.**
- **Bring completed application and Resume to:**

Town of South Congaree
119 West Berry Road
West Columbia, SC 29172