

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:

The ability to identify differences or similarities and make judgements based on those observations. Use of reasoning ability is required. Possesses comprehensive knowledge of Court Administration methods, policies, and procedures specific to the Clerk of Court role. Understands relevant laws, regulations, ordinances, and municipal government principles.

Demonstrates proficiency in office practices, equipment, and modern technology, with the ability to apply attention to detail in reports, correspondence, and daily tasks. Capable of accurately interpreting and applying regulations and procedures. Strong command of English, mathematics, and effective communication skills. Ability to perform tasks independently, exercise sound judgment, and prioritize duties efficiently.

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:

Under minimal supervision, various complex administrative, secretarial and clerical duties are necessary for the effective operation of the Court Administration Department. Prepares, processes and maintains legal records and documents and performs other clerical and supervisory duties.

Prepares, processes, maintains, files and/or transmits all legal records, official papers, dockets, summonses, and other documents as necessary for Court Administration operations. Attend court hearings and records the dispositions imposed by the Judge; ensures all dispositions are entered into the database. Issues bench warrants and NRVC's as necessary; prepares correspondence. Performs computer data entry to record and retrieve case and payment information and to prepare reports and correspondence. Completes debt set off.

Perform the duties and responsibilities of Court Clerk with accuracy and efficiency, ensuring all tasks are completed without error. Serves as the Court facilitator and ensures fluid communication by providing timely and accurate updates to the Municipal Judge ensuring seamless office operations. Reviews and verify their work to ensure accuracy and compliance with established procedures. Ensures consistent follow-up and follow-through on completed tasks to maintain efficiency and meet deadlines.

Salary:

\$40,000 per Year Plus Paid Training

Benefits:

Employers paid Health Insurance/Dental/Vision and Life Insurance. (Employee), Vacation Time, Sick Time, Weekends Off, Paid Holidays (16 in 2025)

To Apply:

By Email at townclerk@southcongarree.org and clerkofcourt@southcongarree.org
(Subject Line: Clerk of Court Position)

Application can be located at the following link: <https://www.townofsouthcongarree.org/copy-of-contact-us>