

**Job Title**

Clerk of Court

**Organization**

Town of South Congaree

**Category**

Courts

**Employee Status**

Full Time

**Position Hours**

8:00 AM to 5:00 PM Monday through Friday, 1PM to 2pm for lunch.

**Job Duties**

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.

**Job Duties 2**

Conduct data entry and word processing tasks.

- Create Ishmael 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.

**Job Duties 3**

- 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.

**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.

**Qualifications 2**

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.

**Pay Info**

\$19.00 per hour. Competitive benefits package.

## **How to Apply**

### **To Apply:**

- **By Email at [townclerk@southcongaree.org](mailto:townclerk@southcongaree.org) (Subject Line: Clerk of Court Position)**

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

### **Application can be located at the following link:**

<https://www.townofsouthcongaree.org/copy-of-contact-us>

### **Deadline**

Open until filled

### **Equal Opportunity Employer Statement**

The Town of South Congaree does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.”

### **Primary Contact**

Kerri Charlton

### **Primary Contact Email**

[townclerk@southcongaree.org](mailto:townclerk@southcongaree.org)

### **Primary Contact Phone**

[8037552760](tel:8037552760) ext. 101