



County of Calhoun

Job Description

Job Title: Assistant Clerk of Court, Magistrate Court (Part-Time) Mon.-Fri. 9am-1pm

Department: 1500 – Magistrate – St. Matthews

Reports To: St. Matthews Magistrate, 2833 Old Belleville Rd., St Matthews 29135

Starting Salary: \$16.00/hour

Opening: Immediate

LSA Status: Non-Exempt

Prepared Date: 10/06/25

Approved By: J. Bloom, Chief Magistrate

Approved Date: 10/06/25

Summary

This position is responsible for Central Traffic Court docket, traffic tickets, and ensuring the proper collection of court fees and fines. Performs various other court and case file duties as assigned. This position is part-time Monday – Friday @ 9am-1pm, though some flexibility may be possible when Traffic Court is not in session.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to perform this position. Other duties may be assigned related to this type of work as necessary.

- Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.
- Greets and assists office visitors and court parties, and accurately convey to the judge information and inquiries from parties, attorneys, and law enforcement officers concerning the status of cases.
- Provides information, but not legal advice, to the public, law enforcement, other courts & county personnel, and to parties & attorneys with pending cases in the court, mainly with traffic tickets.
- Prepares court summons & other court mailings/notices for parties, attorneys, & witnesses
- Learn & Operate the state case management system [CMS]
- Assure, on a daily basis, that information & data is accurately entered into the operating computer system
- Receive & Issue proper receipt for payment for traffic tickets, criminal fines, &/or civil fees

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Technical Skills – Computer & Keyboard efficiency
- Customer Service, Interpersonal Skills, & Adaptability – Interacts with the public & professionals from other agencies on a daily basis either in-person or over the phone. Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- Quality Management – Demonstrates accuracy and thoroughness. Open to feedback & learning.
- Ethics & Professionalism – Treats people with respect. Works with integrity and ethically. Approaches others in a tactful manner. Reacts well under pressure.
- Attendance, Punctuality, & Dependability - Is consistently at work and on time. Ensures work responsibilities are covered when absent. Able to follow instructions & can respond to management direction.

Qualifications, Education and/or Experience

Associate's degree (A. A.) or equivalent from two-year college or technical school preferred; or six months to one year related experience and/or training with H.S. Diploma or GED; or equivalent combination of education and experience.

Computer Skills: Microsoft Office Proficient. Open to learning new skills and responsibilities. Able to substitute for other clerks during their absence.

Submit written resume to:

Jeffrey Bloom, Chief Magistrate
St. Matthews Magistrate Court
ATTN: St. Matthews Clerk Vacancy
2833 Old Belleville Rd. in-person or via US Mail to: PO Box 191
St Matthews SC 29135
Tele. 803-874-1112
Fax 803-874-1111
May submit via Email to: JBloom@calhouncounty.sc.gov