



County of Calhoun

Job Description

Job Title: Magistrate Clerk of Court (Part-Time) Mon.-Wed. @ 9am-5pm

Department: 1500 – Magistrate – Sandy Run

Reports To: Sandy Run Magistrate, 1724 Old State Rd., Gaston 29053

FLSA Status: Non-Exempt

Prepared Date: 09/12/2022

Approved By:

Approved Date:

Summary

This position is responsible for administrative activities of all court sessions, ensuring compliance with all applicable laws and regulations and ensuring the proper collection of court fees and fines. Performs various other administrative responsibilities as required. This position is three days per week every Monday thru Wednesday @ 9am-5pm.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute 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 investigations, warrants, bond hearings, trials, dispositions of cases, motions, and appeals, etc.
- 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
- 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; Prepare daily bank deposits when necessary
- Enter and file dispositions on all criminal and traffic cases and civil cases

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 – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Open to feedback & learning; Concern for cost-efficiency.
- Ethics & Professionalism – Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Attendance, Punctuality, & Dependability - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

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; or equivalent combination of education and experience.

Computer Skills: Microsoft Office Proficient. Open to learning new skills and responsibilities.

Submit written resume to:

Lauren Davis, Chief Clerk of Court
St. Matthews Magistrate Court
ATTN: Sandy Run Clerk Vacancy
2833 Old Belleville Rd. / PO Box 191
St Matthews SC 29135
Tele. 803-874-1112
Fax 803-874-1111
Email: LDavis@calhouncounty.sc.gov