



County of Calhoun
Job Description

Job Title: Magistrate Clerk of Court (Part-Time)

Department: 1500 – Magistrate – Sandy Run

Reports To: Sandy Run Magistrate

FLSA Status: Non-Exempt

Prepared Date: 10/25/2018

Approved By: B Roberson

Approved Date: 10/25/2018

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 for every Monday, 9am-5pm, + other week-days, as needed, to substitute for other clerks

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.
- Coordinate with law enforcement agencies the orders of the court as related to law enforcement agency policy and procedure
- 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
- Learn to track and retrieve information relative to license suspensions, and reinstatement
- Coordinate notification of violators under the Non Resident Violators Compact
- Enter and file dispositions on all criminal and traffic cases and civil cases
- Prepare and send appropriate orders of expungements on all non-convictions

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; Commits to long hours of work when necessary to reach goals; 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. Able to substitute for other clerks during their absence.

Submit written resume to:

Don A. Rickenbaker, Chief Magistrate- Sandy Run
Attn: Part-time Clerk Vacancy
PO Box 436
St. Matthews, SC 29135