



Job Vacancy

Municipal Court Clerk Court

Job Description: Under occasional supervision, provides complex and varied clerical duties and administrative support for the City Court, Municipal Judge, and Associate Judges. Heavy public contact with the general public while assisting them with their requests and fine payments. Performs related work as required. Reports to the Court Administrator.

Essential Job Functions

- Responds, in a courteous manner, to inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, court appearances, and the payment of fines.
- Attends City Court as requested and assists with preparing and issuing orders of the court, releasing documentation, sentencing information, records case dispositions, and arrangements made for payment of court fines and fees.
- Performs extensive clerical and support functions such as maintaining calendars; typing reports, records and correspondence; composing letters of correspondence; shredding confidential documents; sending/receiving facsimiles and logging same; filing; processing daily mail; running errands; answering telephone calls; maintain office supplies.
- Receives and collect court fees and citation fines by mail and in person at the payment window, and accurately receipt monies, balance cash drawer, and prepares daily deposit.
- Enters data from a variety of sources in order to establish and maintain case information in the automated system, updates case files in the Court's case management system as contact is made with customers, judges, prosecutors, defense attorneys, witnesses, and others. Process court paperwork and form for criminal cases, set up files on all court cases, copy court case files and distribute to appropriate parties.
- Assists in the preparation and processing of bonds and bonds forfeitures.
- Inform police officers, judges, and attorneys on facts, circumstances, and the status of pending cases.
- Assists judge in courtroom, monitors and attends to juror needs, coordinate courtroom activity.
- Maintain strict confidentiality with regards to all court files.
- Orders supplies for Court; issues Purchase Orders and Check Requests as required.
- Attends ongoing professional training and development seminars/meetings/workshops.
- Operates a variety of equipment such as a computer, printer, fax machine, recording device for meetings, copier, telephone, adding machine, binding machine, mail machine, shredders, etc., and uses various computer software programs on multiple tasks.

Desirable Education and Experience

Requires a high school diploma or GED equivalent supplemented by three to five years of responsible administrative work experience with extensive and varied public contact, along with cash handling experience, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) or at the One Stop Career Center at 705 North White Street, Lancaster, SC by Wednesday, April 25, 2018 EOE.

Position May be Subject to the Following Background Checks Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range	WorkKeys Requirements (Entry Level)
17	\$12.80 to \$16.96	Reading for Information 3 / Locating Information 4 / Applied Math3