



## CITY OF NORTH CHARLESTON

### VACANCY NOTICE

**Position:** Court Clerk  
**Department:** Municipal Court  
**Pay:** Grade – 104 \$14.97/Hr. (\$31,135/Yearly)

#### GENERAL STATEMENT OF POSITION

The purpose of this position is to assist the Administrative Clerk of Court, Deputy Clerk of Court and judges by performing routine and complex clerical work and providing excellent customer service to the public. This class works under general supervision, independently developing work methods and sequences.

#### Essential Functions

Prepare and file tickets, arrest warrants, bench warrants, bond hearing forms for Charleston, Berkeley, and Dorchester counties. Prepare correspondence, summary court summonses, subpoenas, dockets, motions, rule to show cause, standard time payments, court orders, discovery requests, continuance requests, jury excuses, expungements, and process various correspondence from attorneys, defendants, police, victims, jurors, and other government agencies. Assist Judges in courtroom hearings, bond hearings, motion hearings, preliminary hearings, bench trials, and jury trials. Maintain accurate docket records. Receive payments, prepare daily deposits, balance payments, and prepare monthly and annual reports for South Carolina State Treasurer. Assists the legal department, Judges, prosecutor, public defender, attorneys, solicitors, victims, defendants, and the public as needed. Correspond with holding facility to arrange transport of inmates, sealed sentence hearings, and service of bench and arrest warrants. Processes paperwork for community service, pre-trial intervention, batterer treatment programs, and follow up on completion of programs. Processes faxes, e-mail requests, archived record searches, disposition requests, expungement requests, SC Dept. of Motor Vehicle forms, and payment verifications. Processes SLED Modification forms and expungements to be sent to SLED for accurate criminal record updates. Responsible for uploading accurate and detailed data entry into computer data base, to include scanning documents, and entering essential notes, dispositions, and relevant case information. May be designated to report to work during hazardous weather or emergency conditions. Performs related work as may be required.

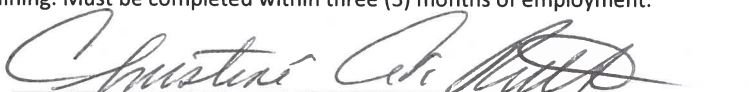
#### Knowledge, Skills and Abilities

Knowledge in Municipal Court operations, procedures, and policies; shares knowledge with other team members and will take the initiative in learning and implementing new concepts, technologies and methods. Knowledge of the functions and inter-relationships of City and other government agencies with working knowledge in the areas of court administration and legal processes, and other related records and reports which are required to be maintained. Skill in paying attention to details for all court transactions. Ability to follow through on assignments by being accountable and work independently with excellent organizational skills to meet deadline for court dockets. Excellent communication with others, both orally and in writing, using technical and nontechnical language for a municipal court environment. Ability to listen, be courteous, respectful and polite. Ability to speak persuasively and convincingly with internal and external customers. Ability to provide professional customer service in a responsive, courteous and professional manner and in handling challenging customer situations effectively with the ability to think outside the box to resolve customer problems. Skill in analyzing and reasoning to draw conclusions and make appropriate decisions in most situations by exercising sound judgement and logical thinking patterns. Ability to maintain a high standard of integrity with internal and external customers and displays a commitment to the Municipal Court Operations and the City's mission and core values by being honest and providing respectful conduct in dealing with the City's customers. Ability to complete work on time and with accuracy. Ability to work always with co-workers and internal and external customers and establish positive working relationships with co-workers and be courteous and respectful when dealing with defendants, victims, families, and the public.

#### MINIMUM TRAINING AND EXPERIENCE & SPECIAL CERTIFICATIONS AND LICENSES

Requires Associate Degree, or specialized courses/training equivalent to satisfactory completion of two (2) years of college in Criminal Justice or related legal field. Requires one (1) year of experience in the Court System, Criminal Justice, Office Management or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. **Special Certifications and Licenses:** Valid South Carolina License; Criminal Justice Information System Security & Awareness Training and complete Level 2 CJIS Security Training. Must be completed within three (3) months of employment.

**POSTED:** September 11, 2019  
**DEADLINE:** Until Filled

  
Christine A. Ruth, IPMA-SCP, SHRM-SCP, PHR (Director – Human Resources)

Employment applications can be mailed to the City of North Charleston, P.O. Box 190016, North Charleston, SC 29419-9016, or completed at North Charleston Human Resource Department, 2500 City Hall Lane, North Charleston, SC 29419-9016.

**City of North Charleston**  
 South Carolina  
*An Equal Opportunity Employer*

<b>Job Title:</b>	<i>COURT CLERK</i>		<b>Job Code:</b>	319
<b>Core Comp Group</b>	Administrative		<b>FLSA:</b>	Non-Exempt
<b>Pay Grade:</b>	104			
<b>Effective Date</b>	April 22, 2019	<b>Revision A: Risk</b>	M. Cole 04/26/2019	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	Municipal Court		<b>Dept. #</b>	421
<b>Location:</b>	City Hall Building		<b>EM Status:</b>	
<b>Reports To:</b>	Administrative Judge			

**Summary Objective**

The purpose of this position is to assist the Administrative Clerk of Court, Deputy Clerk of Court and judges by performing routine and complex clerical work and providing excellent customer service to the public. This class works under general supervision, independently developing work methods and sequences.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Prepare and file tickets, arrest warrants, bench warrants, bond hearing forms for Charleston, Berkeley, and Dorchester counties. Prepare correspondence, summary court summonses, subpoenas, dockets, motions, rule to show cause, standard time payments, court orders, discovery requests, continuance requests, jury excuses, expungements, and process various correspondence from attorneys, defendants, police, victims, jurors, and other government agencies.
- Assist Judges in courtroom hearings, bond hearings, motion hearings, preliminary hearings, bench trials, and jury trials.
- Maintain accurate docket records.
- Receive payments, prepare daily deposits, balance payments, and prepare monthly and annual reports for South Carolina State Treasurer.
- Assists the legal department, Judges, prosecutor, public defender, attorneys, solicitors, victims, defendants, and the public as needed.
- Correspond with holding facility to arrange transport of inmates, sealed sentence hearings, and service of bench and arrest warrants.
- Processes paperwork for community service, pre-trial intervention, batterer treatment programs, and follow up on completion of programs.
- Processes faxes, e-mail requests, archived record searches, disposition requests, expungement requests, SC Dept. of Motor Vehicle forms, and payment verifications.

Employment applications can be mailed to the City of North Charleston, P.O. Box 190016, North Charleston, SC 29419-9016, or completed at North Charleston Human Resource Department, 2500 City Hall Lane, North Charleston, SC 29419-9016.

- Processes SLED Modification forms and expungements to be sent to SLED for accurate criminal record updates.
- Responsible for uploading accurate and detailed data entry into computer data base, to include scanning documents, and entering essential notes, dispositions, and relevant case information.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

**Knowledge, Skills and Abilities**

- Knowledge in Municipal Court operations, procedures, and policies; shares knowledge with other team members and will take the initiative in learning and implementing new concepts, technologies and methods.
- Knowledge of the functions and interrelationships of City and other government agencies with working knowledge in the areas of court administration and legal processes, and other related records and reports which are required to be maintained.
- Skill in paying attention to details for all court transactions.
- Ability to follow through on assignments by being accountable and work independently with excellent organizational skills to meet deadline for court dockets.
- Excellent communication with others, both orally and in writing, using technical and nontechnical language for a municipal court environment.
- Ability to listen, be courteous, respectful and polite.
- Ability to speak persuasively and convincingly with internal and external customers.
- Ability to provide professional customer service in a responsive, courteous and professional manner and in handling challenging customer situations effectively with the ability to think outside the box to resolve customer problems.
- Skill in analyzing and reasoning to draw conclusions and make appropriate decisions in most situations by exercising sound judgement and logical thinking patterns.
- Ability to maintain a high standard of integrity with internal and external customers and displays a commitment to the Municipal Court Operations and the City's mission and core values by being honest and providing respectful conduct in dealing with the City's customers.
- Ability to complete work on time and with accuracy.
- Ability to work always with co-workers and internal and external customers and establish positive working relationships with co-workers and be courteous and respectful when dealing with defendants, victims, families, and the public.

**Minimum Education and Experience Requirements:**

Requires Associate Degree, or specialized courses/training equivalent to satisfactory completion of two (2) years of college in Criminal Justice or related legal field. Requires one (1) year of experience in the Court System, Criminal Justice, Office Management or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. Vision abilities required by this job include close and distance vision, and the ability to focus.

### **Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to bright/dim light; dusts and pollen.

### **Special Certifications and Licenses:**

- Valid South Carolina License
- Criminal Justice Information System Security & Awareness Training and complete Level 2 CJIS Security Training. Must be completed within three (3) months of employment.

---

### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.