



City of North Charleston

Vacancy Notice

Position: P/T Court Clerk

Department: Court

Starting Hourly Rate: \$15.00 per hour

GENERAL STATEMENT OF POSITION

Under general supervision, assists the Deputy Clerk of Court, Clerk of Court and Judges by performing routine to moderately complex clerical and customer service work as assigned. Performs related work as required. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by nine to twelve months of general clerical or administrative work, preferably in a legal / court environment, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must possess NCIC certification.

Posted: 10/02/2023

Deadline: Until Filled

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	COURT CLERK		Job Code:	319
Core Comp Group	PART TIME		FLSA:	NON-EXEMPT
Pay Grade:	20			
Effective Date	02/10/2022	Revision A: Risk	M. COLE 02/10/2022	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Court		Dept. #	421
Location:	City Hall Building		EM Status:	
Reports To:	Deputy Clerk of Court			

Summary Objective

Under general supervision, assists the Deputy Clerk of Court, Clerk of Court and Judges by performing routine to moderately complex clerical and customer service work as assigned. Performs related work as required.

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.

- Reviews and updates daily jail lists.
- Secures case information for Judges as requested; contacts witnesses, attorneys and litigants to obtain information for court.
- Instructs parties when to appear in court.
- Compiles materials for and prepares dockets for the court of assignment; clears dockets when appropriate.
- Prepares, processes, copies, files, transmits, issues and/or submits various other court documents, records and reports, including but not limited to dispositions, bench warrants, subpoenas, summonses, Ishmael orders, rules to show cause, court orders, court reports, expungement orders, tickets, warrants, criminal history reports, NRVCs, bond estreatments, commitment forms, etc.; prepares various other records, reports, memos and correspondence.
- Enters and updates court case information into computer.
- Attends and provides clerical assistance to the Judge at hearings and trials.
- Collects various fees, fines and bond payments; posts payments and prepares related reports.
- Performs general clerical work as required, including but not limited to greeting and assisting visitors, answering the telephone, composing routine correspondence, typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, etc.
- Receives and responds to public inquiries, complaints and requests for assistance.
- Refers to policy and procedure manuals, computer manuals, various legal documents, directories, dockets, etc.
- Operates a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, cash register, etc.
- Uses clerical and computer supplies.

- Interacts and communicates with various groups and individuals such as the immediate supervisor, Clerk of Court, co-workers, jail officers, law enforcement officers, other City personnel, attorneys, court personnel, witnesses, jurors, victims, and the general public.
- Performs duties of other clerical personnel as required in their absences.
- 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 of the methods, procedures and policies of the Municipal Court as they pertain to the performance of duties of the Court Clerk.
- Knowledge of the functions and interrelationships of City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge in the areas of court administration and legal processes, and related records and reports which must be maintained.
- Skilled in clerical, bookkeeping, data processing, customer service and interpersonal communication.
- Ability to handle required mathematical calculations.
- Ability to produce quality work which requires close attention to detail.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management.
- Ability to type accurately and at a speed necessary for the successful completion of assigned duties.
- Knowledge of and ability to use and maintain a variety of office equipment.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to prepare forms, records and reports with accuracy and in a timely manner.
- Knowledge of the terminology used within the department.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by nine to twelve months of general clerical or administrative work, preferably in a legal / court environment, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess NCIC certification.

Physical Demands

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

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

Tasks require the ability to exert light physical effort in light work, but which may involve the lifting, carrying, pushing and/or pulling of objects or materials of light weight. Tasks may require extended periods of time at a keyboard or workstation.

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.

- None

Special Certifications and Licenses

- Valid South Carolina Driver's License

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.