

**TITLE: Clerk**

**DEPARTMENT: Clerk of Court**

**REPORTS TO: Clerk of Court**

**A03 FLSA Status: Non-Exempt**

**Salary Range \$20,883.04-\$29,318.74 (1820 Hours per year, 35 hour per week schedule)**

**Minimum Hiring \$20,883.04**

**Maximum Hiring \$24,838.45**

**POSITION SUMMARY:** This position is responsible for maintaining the General Sessions Court Trial and Guilty Plea Rosters. Requires numerous daily emails and phone calls to the Solicitor's Office, Attorney General, Attorneys, Public Defenders, Pro Se defendants and the Chief Judge.

**MAJOR DUTIES:**

- All General Sessions cases must be placed on a roster. Pending cases that have been previously filed prior to the Administrative Order, as of February 20, 2020, 3,890 cases must be placed on a roster in addition to daily warrants/tickets that are received.
- Prepare a draft trial docket at least 45 days prior to a scheduled term of court. Distribute to Solicitor's office and attorneys for review. Will be notified of all conflicts and will handle them in the proper manner. Thirty days prior to a scheduled term of court Coordinator will public the Trial Roster to the web site.
- Create a separate roster for guilty pleas. Shall schedule guilty please at the direction of the Chief Administrative Judge.
- In addition, maintain a roster for Pretrial Intervention Program, Drug Court, Conditional Discharge, FTA, Pending Not Indicted, Bench Warrants and awaiting on drug analysis report.
- Prepare transport orders if defendant is in the Department of Corrections. Notify county jail which defendants need to be brought to court.
- Work courtroom during Initial Appearance and 2<sup>nd</sup> Appearance. Will issue bench warrants for defendants that fail to appear for appearances that have not been previously excused.
- Must be cross trained
- Answers the telephone and provides information regarding court operations.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED:**

- Knowledge of court policies and procedures.
- Knowledge of laws and regulations affecting Clerk of Court operations.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in performing basic mathematical calculations.

- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in troubleshooting and correcting computer problems.
- Skill in scheduling and calendar maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**WORK ENVIRONMENT:**

This work is typically performed indoors.

**PHYSICAL DEMANDS:**

The work is typically performed while sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects.

**MINIMUM QUALIFICATIONS:**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Must have knowledge of how the court system works and have experience with the CMS computer system.
- Must be eligible to be a South Carolina Notary.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee \_\_\_\_\_

Date \_\_\_\_\_