

**UNION COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: Clerk-Common Pleas Court**

**DEPARTMENT: Clerk of Court's Office**

**AO3 FLSA NE**

**Salary Range: \$26,794.00 – \$37,618.00**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs routine to moderately complex clerical work in the preparation and maintenance of accurate Common Pleas Court records and the coordination of court activities. Performs related work as assigned. Reports to Deputy Clerk of Court.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Ensures the accurate and timely preparation and submittal / transmission of Common Pleas Court documents and records, including but not limited to court roster, motion calendar, court orders, dismissals, Lis Pendens index, judgement index, mechanic's liens index, etc.; prepares routine records, reports, correspondence, forms, etc.

Enters court / case information into computer database; generates computer reports as required.

Establishes and maintains case files; closes cases and expunges records as appropriate.

Signs in jurors and prepares related paperwork.

Calculates, collects and records fees, fines and other payments; ensures proper disbursement of monies.

Reviews all records periodically for completeness and accuracy.

Performs general administrative / clerical work, including but not limited to typing forms, reports and correspondence; copying and filing documents; indexing documents; assembling materials; sending and receiving faxes; answering the telephone; processing mail, etc.

Receives and responds to public / County staff inquiries, complaints and requests for assistance with regard to Common Pleas Court policies and procedures; greets and assists office visitors.

Refers to policy and procedure manuals, computer manuals, laws/codes/ordinances, Lawyer's Desk Book, directories, etc.

Operates a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, postage machine, microfilm viewer, etc.

Interacts and communicates with various groups and individuals such as the Clerk of Court, co-workers, other County personnel, law enforcement personnel, attorneys, court personnel, plaintiffs, defendants, various government agencies, and the general public.

Performs related duties as required.

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### **MINIMUM TRAINING AND EXPERIENCE**

Requires a vocational / technical diploma in clerical or secretarial studies supplemented by one or two years of experience in office support, preferably in a legal or court environment, or an equivalent combination of education, training or experience that provides the required knowledge, skills and abilities. Must possess Notary Public certification.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling and crouching, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

**Language Ability:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make routine independent judgements in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently using legal terminology. Must be able to communicate with persons of varying educational and cultural backgrounds.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ration and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear)

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### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the County as they pertain to the performance of duties of the Common Pleas Court Clerk. Has knowledge of the functions and interrelationships of the County and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has some knowledge of the principles and practices of court administration, court and legal processes. Has excellent clerical, organizational, data processing and interpersonal skills. Has knowledge of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is able to prepare and maintain accurate and complete records; is able to establish and maintain an efficient and effective record-keeping system. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in the preparing of reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgement in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has the mathematical ability to handle required calculations. Is capable of working under stressful conditions as required; is able to work effectively despite frequent interruptions. Knows how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgement:** Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objective. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

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**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such as instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly/ Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**