

FAIRFIELD COUNTY

JOB TITLE: OFFICE ASISSTANT
CLERK OF COURTGENERAL STATEMENT OF JOB

Under general supervision, performs a variety of accounting, recordkeeping, and clerical duties involved in support of the office of Clerk of Court to include processing real estate instruments, processing arrest warrants, processing civil court records, receiving and receipting monies, preparing various reports and documents, balancing monthly statements, recording tax liens, expunging records, microfilming items, etc. Reports to the Clerk of Court.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Receives and processes real estate instruments to include such duties as verifying accuracy of, recording, indexing in computer, microfilming records, maintaining daily file book, etc.

Receives and processes arrest warrants to include such duties as verifying accuracy of, recording, transmitting information to proper persons/agencies, etc.

Receives and processes civil court orders to include such duties as verifying accuracy of, recording, making and mailing copies to proper persons, microfilming and filing documents, preparing orders for Judge's signature, etc. Records dispositions for permanent record.

Receives and receipts monies for recording fees, fines, restitutions, cash bonds, etc. Balances receipts and prepares bank deposits.

Records SC tax liens, federal tax liens, transcripts of judgments, pardons, etc. Verifies satisfaction of judgments and liens.

Mails copies of court roster to attorneys and updates roster as information changes.

Runs jury reports for attorneys. Puts list of selected jurors in newspaper. Updates jurors' status as

appropriate. Notifies jurors that receive exemption from duty.

Issues pay vouchers for Bailiffs. Pays out cash bonds when case is disposed of.

Balances monthly statements and issues distribution checks as appropriate.

Receives applications for court-appointed attorney for indigent defendants. Reviews same, determines if defendant qualifies, and appoints attorney as appropriate.

Expunges criminal records and SC tax liens.

Microfilms various documents.

Maintains all record books and indexes; keeps current as appropriate.

Processes passport applications and issues fireworks licenses.

Sets up appointments for Public Defender.

Orders supplies as needed.

Answers phone calls and responds appropriately.

Receives, reviews, processes, files and/or submits various other documents not previously mentioned including summonses and complaints, end of month reports, cash bond reports, daily transaction reports, common pleas reports, verify and numeric reports, bail bondsman's reports, etc.

Utilizes various types of machinery and equipment including typewriter, computer, printer, adding machine, copier, paper cutter, paper shredder, microfilm viewer, time clock, numbering machine, index book, and general office supplies.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma and two to three years of office experience, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Experience

working with the public is desirable. Having some knowledge of real estate terminology and court procedures and terminology would be helpful.

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

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriter, calculator, copier, computer, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking, standing, reaching, stooping, climbing, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

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 Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as end of month report, cash bond report, daily transaction report, common pleas reports, verify and numeric reports, bail bondsman's reports, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, court officials, attorneys, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Has the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; compute percentages; utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate 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 receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

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

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the practices, procedures, rules and regulations of the office of the Clerk of Court as they pertain to the position. Is able to understand and apply the guidelines set by the S.C. Court Administration and Code of Laws for the State of S.C. as they pertain to the responsibilities of the job. Has knowledge of the general office operations, functions, and procedures. Is able to communicate effectively with others both in person and over the telephone in a clear and pleasant manner. Has excellent knowledge of all documents which must be processed and has the ability to compile, organize, prepare, process, and maintain such documents as well as an assortment of records, reports, and related information. Has comprehensive knowledge of the legal terminology used within the department as required in communicating with attorneys, law enforcement officers, magistrates, judges, solicitors, co-workers, supervisor, etc. Has good knowledge of accounting procedures as required in performing duties; is able to complete mathematical calculations accurately and quickly. Is able to read, understand and complete written requests and work assignments in a timely fashion. Knows how to estimate time, materials and supplies required to complete various routine activities. Knows how to operate a variety of equipment and machines. Is able to type accurately and efficiently. Has good organizational and human relations skills. Is able to maintain an effective filing system. Has the ability to apply common sense understanding in performing routine tasks, and is able to use independent judgment in dealing with the public and in handling criminals and victims. Is able to perform duties under stressful conditions related to a very heavy work load, dealing with the public, interfacing with indigent defendants, etc. Has the ability to make sound, educated decisions.

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 all County departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

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

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off 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 done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems 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 problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

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 elements of work 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 safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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.