

ASSISTANT CLERK – CLERK OF COURT

Cherokee County, SC



Location

125 E. Floyd Baker Blvd.
Gaffney, SC 29340

Job Type

Full Time

Department

CLERK OF COURT OFFICE

FLSA

NON-EXEMPT

Job Summary

Assist the Clerk of Court with administrative and operational support to the Clerk of Court's office. This position is responsible for processing legal documents, managing court records, handling fines and fees, performing accounting functions, maintaining accurate records, and ensuring efficient court operations. The role requires strong customer service skills, attention to detail, and the ability to interact professionally with the public, attorneys, and other court officials.

Essential Functions

Essential Functions	% of Time
Clerk of Court Assistance	45%
- Process legal documents within the Clerk of Court system.	
- Handle court fines and fees and assist with payment processing.	
- Ensure efficient court operations through administrative support tasks.	
- Track cases and compile information for court proceedings.	
- Respond to and generate email communications promptly.	
- Perform records management functions including filing and maintaining court documents.	
- Post and balance accounts receivable on a daily basis.	
Customer Service Duties	45%
- Provide customer service to members of	

the public regarding court services and procedures.

- Communicate professionally with the public, attorneys, and court officials.

Other Duties as Assigned 10%

- Assist the Clerk of Court with special projects and additional duties as required.

Qualifications

Education and Experience

- Associate's degree or five (5) years of related experience
- Strong multitasking and time management skills
- Excellent organizational skills and attention to detail
- Above average typing skills with a minimum of 45 WPM
- Proficiency with Microsoft Office, phone systems, and related technology
- Must be able to successfully pass a drug screen
- Must possess a valid driver's license

Knowledge, Skills and Abilities

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work
- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities
- Knowledge of the terminology, principles, and methods utilized within the County
- Knowledge of standard administrative practices
- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations
- Skill and creative ability to facilitate public relations via social media
- Ability to produce effective graphic design within presentations, public service announcements, etc.

Working Conditions

Primary Work Location: Cherokee County Courthouse
125 E. Floyd Baker Blvd. Gaffney, SC 29340

Physical Demands

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

Mental Demands

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable

accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.