

ASSISTANT CLERK–SUPPORT – CLERK OF COURT Cherokee County, SC



Location

125 E. Floyd Baker Blvd.
Gaffney, SC 29340

Job Type

Full Time

Department

CLERK OF COURT

FLSA

NON-EXEMPT

Job Summary

The purpose of this position is to perform routine to complex specialized administrative duties to ensure effective and efficient operation of the Family Court/Support division of the Clerk of Court's office. This requires performing regular office procedures and maintaining accurate and up-to-date case files and records. Ensures efficient and effective case management of Family Court/Support cases and issues. Perform specialized duties to expedite the judicial process.

Essential Functions

Essential Functions	% of Time
Customer Service and Public Assistance	35%
- Answer incoming telephone calls and assist customers regarding support issues.	
- Aid the public, attorneys, and judges regarding support matters.	
- Respond to inquiries and provide information regarding support accounts.	
Financial Processing and Account Management	15%
- Receive, receipt, and balance funds daily/monthly.	
- Process wage withholding orders related to support cases.	
- Manage and maintain support account records and payment histories.	

Court and Case Support 25%

- Issue Rules to Show Cause and attend related hearings when required.
- Maintain case documentation and assist with processing of court related paperwork.

Reporting and Administrative Duties 15%

- Prepare daily and monthly financial and operational reports.
- Perform trial balances and reconcile accounts when necessary.
- Order office supplies and maintain administrative records.

Other Duties as Assigned 10%

- Pick up mail from the post office and deliver bank deposits.
- Perform additional duties necessary to support the Clerk of Court division.
- Cross trained for other divisions within the Clerk's office.

Qualifications

Education and Experience

- Associate's degree in business administration, criminal justice or related field.
- Three (3) years of experience with the judicial system or an equivalent combination of education, training and experience.

Knowledge, Skills and Abilities

- Knowledge of general office procedures and data entry practices.
- Knowledge of financial transactions and record keeping practices.
- Ability to process support payments accurately and maintain support accounts.
- Ability to prepare reports and maintain accurate financial and court records.
- Ability to assist customers and provide information regarding court matters.
- Ability to perform all forms of clerical duties, including filing, data entry, and office record maintenance.
- Ability to communicate effectively and use proper English with the public and court personnel.
- Excellent organization skills
- Strong attention to detail
- Above average typing skills, minimum of 45 wpm
- Ability to multi-task and possess time management skills

Special Certification and Licenses:

- Valid Driver's License
- Notary Public Commission

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 <10 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, policies, Court Rules and SC Code of Laws

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. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Standard Clause

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the Court System.