



**TOWN OF SWANSEA, SOUTH CAROLINA
JOB DESCRIPTION
September 2024**

JOB TITLE: Municipal Court Clerk

GENERAL DESCRIPTION

Under limited supervision, the Municipal Court Clerk provides administrative support primarily for the town's municipal court operations, and for other operations of the town as needed. This position reports directly to the Town Administrator and works closely with the town's Municipal Judge, Town Attorney, and Clerk/Treasurer.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Court Administration

- Serve as primary contact for court information and procedures, including answering phone calls, responding to emails and voicemails, and preparing and sending written correspondence on behalf of the municipal court.
- Draft and prepare court documents, as needed.
- Schedule court hearings, meetings, and appointments.
- Prepare and distribute annual schedule of court hearing dates (the second Thursday of the month at 4 PM) and the monthly court docket.
- Organize, manage, and retain court records and case files according to federal and state retention requirements.
- Receive, review, record, and process fees, fines, penalties, and other court payments.
- Maintain accurate financial records and handle cash, check, and credit card transactions.
- Prepare daily deposits for bank delivery and monthly revenue remittance reports to State Treasurers Office.
- Prepare Ishmell letters for defendants regarding court dispositions.
- Receive, review, and research expungement requests and process requests as applicable.
- Submit warrants and paperwork to SC Department of Motor Vehicles.
- Receive and collect information on towed vehicles and tow invoices.
- Identify unpaid fines, fees, and penalties for annual setoff debt collection filing.
- Ensure that the municipal court office and hearing room are secured and in good order.
- Help the court develop and recommend policies and procedures related to municipal court operations.

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- In consultation with the municipal judge, coordinate work processes that enhance court operations.
- Provide administrative support, as needed, to municipal court judge, the town attorney, and others involved in municipal court operations.
- Participate in court-related meetings and conferences.
- Participate in training related to municipal court administration.

Town Operations Support

- Serve as a secondary contact for town-related information, including answering phone calls and directing inquiries to appropriate town staff.
- Assists staff with filing and researching town records, as needed.
- All other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Required to properly handle criminal justice information and other sensitive data with discretion and confidentiality. Proficient in using office software (Microsoft Office) and familiar with court systems (LawTrak and nCourt).

PEOPLE INVOLVEMENT:

Daily interactions in person and/or by phone/email with the public, defendants, legal professionals, law enforcement officers, and town staff. Requires ability to deal with diverse populations.

INVOLVEMENT WITH THINGS:

Must be familiar in using office equipment (desktop computer, calculator or adding machine, multifunction printer, postage meter).

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Strong problem-solving skills and ability to work both independently and as part of a team.

MATHEMATICAL REQUIREMENTS:

Ability to perform basic math (add, subtract, multiple, divide).

LANGUAGE REQUIREMENTS:

Requires excellent written and verbal communication skills. Requires the ability to speak and understand American English; ability to speak and understand Spanish is a plus.

MENTAL REQUIREMENTS:

Requires strong attention to detail and excellent organizational skills. Requires ability to multitask and prioritize tasks effectively.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires a minimum of a high school diploma or its equivalent. Must attend Municipal Court Clerk Association 101 training and ongoing training offered through the Municipal Association of South Carolina.

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SPECIAL CERTIFICATIONS AND LICENSES:

Must have or be willing to obtain CJIS certification by annually completing the FBI's CJIS Security Awareness Training & Certification Test. An active SC Notary registration is a plus.

EXPERIENCE REQUIREMENTS:

Requires two years of previous experience in a clerical or administrative role and cash handling. Previous Clerk of Court experience, or related legal/court work, is preferred. Familiarity with legal terminology and court procedures is a plus.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Work requires some physical effort or dexterity, with the ability to occasionally lift file boxes. Work involves a combination of sitting and standing to perform job duties.

ENVIRONMENTAL HAZARDS:

Work environment is indoor, climate-controlled offices. Workday occasionally includes conflicting demands and time pressures, with occasional possibility of safety risks.

SENSORY REQUIREMENTS:

Requires the ability to hear, speak, and see colors and both at a distance and close-up.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Ability to maintain confidentiality and handle sensitive information with discretion. Errors or mistaken release of confidential information can cause considerable harm or financial loss to individuals, the Town, other governmental entities, and to other individuals and groups.

ADA COMPLIANCE

The Town of Swansea is an Equal Opportunity Employer. ADA requires the town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.


JOB DESCRIPTION APPROVAL

This proposed job description reflects the essential functions, duties, responsibilities, and minimum requirements accurately and completely to the best of my knowledge. I have made the necessary and appropriate considerations for the various and many uses of the job description that include, but are not limited to: recruiting for vacancies, screening candidates, interviewing candidates, selection of candidates, promotion, discipline, Workers Compensation, returning from leave, performance management, training, job classification, job reclassification, employee communication, reasonable accommodation interactive process, new employee orientation, communication of organizational structure, and to provide organized and defensible basis for personnel decisions to mitigate liability. The minimum requirements have neither been inflated nor deflated and correlate appropriately to the essential functions in this document. I have complied with applicable Town policies and guidelines in drafting this job description. In addition, I have given appropriate consideration and have added content to this job description, as needed, to document compliance related to federal regulations, such as but not limited to ADA, FLSA, FMLA, HIPAA, and Uniform Guidelines on Employee Selection.

Department Head Signature: _____ Date: _____

Approvals

Reviewed and approved by: Town Administrator

Signature and Date:  _____ 9/13/24

Comments: