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**City of Easley, South Carolina**

**Job Announcement - Court Clerk – Municipal Court**

The City of Easley is now accepting applications for a court clerk for the Easley Municipal Court. The job will involve performing a variety of clerical functions in support of Municipal Court proceedings and office functions. The tasks will be performed as prescribed by law to ensure the proper operation of the court, accurate record keeping and collection of revenues. This position will entail multiple daily interactions with the public and reports directly to the Clerk of Court.

**Minimum Training and Experience**

Requires high school diploma or GED

Must possess a valid state driver’s license

Must possess Notary Public certification (or be able to obtain within 6 months)

Requires at least 2 years’ experience in a clerical setting

Must have good computer skills and be proficient with Microsoft Office

Must have excellent communication skills when interacting with the public

**Specific Duties**

Assists the public upon request in person as well as over the phone. Clerical duties include data entry, checking paperwork from judges, scanning and filing paperwork, maintaining files accurately and completely with security and confidentiality, transmitting paperwork to other entities as necessary, receiving payments, maintaining records for diversion programs, and any other duties as assigned by the Clerk of Court or the Chief Municipal Judge.

This position will also assist as bench clerk in the court room during regularly scheduled court sessions.

The ideal candidate must be able to maintain a professional demeanor when interacting with court staff, the public, and other city employees.

**Additional Requirements**

* Knowledge of the South Carolina judicial system.
* Ability to establish and maintain effective working relationships with city employees, attorneys, elected and appointed officials, court personnel and the general public.
* Strong verbal and writing skills, with the ability to communicate effectively
* Must be meticulous and possess excellent time management and organizational skills.
* Ability to maintain confidentiality and exercise an elevated level of discretion.
* Commitment to punctuality and demonstration of a strong, consistent, dependable work ethic.

Salary commensurate with experience.