

**Orangeburg County**

**Title: Court Clerk I (Magistrate)**

**Class Code: C035**

FT

PT

Exempt

Non-Exempt



*It's a great day in...*

**ORANGEBURG  
COUNTY**

*We are here to serve you!*

### General Description

The purpose of this job is to assist the magistrates by performing routine and complex clerical work and providing excellent customer service to the public.

This class works under general supervision, independently developing work methods and sequences.

### Duties and Responsibilities

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

- Provides professional and courteous customer service at all times to in house staff and general public either by telephone, electronically, or face to face.
- Greet visitors and respond to questions regarding court procedure; provides information and material; accept payment, provide assistance to the customers at the front counter and assist with Bond Court as needed.
- Prepare, process, index, file submits, transmits court documents and records, which may include but are not limited to rules to show causes, Jury Trials, Preliminary Hearing, court calendars, pleadings, judgments, docket sheets, motions, appeals, sentence sheets, commitments/discharges, dispositions, expungement orders, trial sheets, court orders, subpoenas and summons.
- Process cases for Summary Court; assist Judge in the court room during hearings, maintain daily update status and disposition on all cases, and schedule time payment cases; prepare dockets; process bench warrants, arrest warrants, orders, summons, and any required documents regarding cases.
- Collect and record fees, fines, bonds, restitutions and other payments; prepare daily deposits.
- Prepares legal notices and correspondence
- Enter case information into computer record-keeping system, retrieve information as needed, and ensure record security.
- Performs other duties and related work as instructed and assigned.

**This Class Description does not constitute an employment agreement between The County of Orangeburg and an employee, and is subject to change by the County as its needs change.**



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**Minimum Education and Experience Requirements:**

Requires a high school diploma or GED equivalent.

Requires six (6) months experience clerical or administrative experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

**Physical Demands:**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Unavoidable Hazards (Work Environment):**

- None.

**Special Certifications and Licenses:**

- None.

**Americans with Disabilities Act Compliance**

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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I have read the above duties associated with the position of Court Clerk I. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

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**Print Employee Name**

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**Date**

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**Employee Signature**

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**Date**

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