

Orangeburg County

Title: Court Clerk II Criminal Clerk of Court/Family Court

Class Code: C039

FT

PT

Exempt

Non-Exempt



It's a great day in...

**ORANGEBURG
COUNTY**

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General Description

The purpose of this job is to assist the Clerk of Court, Deputy Clerk of Court and judges by performing routine and complex clerical work and providing excellent customer service to the public. Assists and carries out clerical tasks in criminal court of law by performing the following duties.

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.

- Enters all data on warrants in computer; creates docket sheet for each warrant for Solicitor; makes copies of warrants, tickets, bond forms and sends to Solicitor's office; creates new folder for warrants.
- Enters appointment of attorney in computer; completes order to Judge asking for relief of council when an attorney has a conflict with the appointment; appoints a new attorney; mails appointment to new attorney and sends a copy to Public Defender's office, and makes a copy for Court Clerk's records and file.
- Enters all guilty plea and Nolle Prose dispositions in computer which includes Disposition exp. Guilty/not Guilty etc., disposition date, fill in fees, what they were actually charged with, type of bond and the sentence given. Pulls all Nolle Prose folders from the pending file and attaches the Nolle Prose Docket Sheet to the left side of the inside folder; enters information into computer to include Nolle Prose per plea, Nolle Prose with leave to restore, etc., and reason.
- Prints Nolle Prose sheet and sends to Solicitor's office.
- When a Nolle Prose with leave to restore is ready to be restored, changes status in computer to "pending" and enters in the computer the date clocked in on restore request; files white copy of restore request in folder and sends Docket sheet, indictment and Green sheet to Solicitor's office.
- Reviews all Probation documents to determine if individual will remain on probation; if individual remains on probation, files documents; if individual coming off probation, enters appropriate data in computer and files in Probation and Parole folder.
- Prepares Bench Warrant upon receipt of appropriate documents from the Solicitor and Probation Departments; presents to Clerk of Court for signature; sends to Warrants Division.
- Researches and approves each ticket received from police and Detention Center.
- Files all documents and file folders when receives order from Magistrates Court for a General Sessions case to be transferred to Magistrates Court; retrieves all records from pending file,

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writes indictment numbers next to warrant or ticket numbers on folders; writes a "T" and the clocked in date on the folders; changes status from "Pending" to "Transferred" and enters clocked in date on the computer; copies warrants or tickets, bond papers, and power of attorney, and sends all original documents to Traffic Court and places copies in Clerk of Court's folders and files folders in disposed file.

- Calls the roll to ensure all jurors are present; telephones absent jurors.
- Keeps evidence or collects it and present to proper person, as needed.
- Maintains a record on strikes on State's side and strikes on Defense side and jurors.
- May assist Judge in court by filling out form orders, running errands, calling attorneys, collecting fees or fines, retrieving driver's licenses and obtaining their signature, reading verdicts, swearing in jurors, swearing in individuals pleading guilty, and swearing in witnesses.
- Retrieves all folders necessary for attorneys, Judges, public defenders, solicitor, or any person who needs a copy of old records.
- Prepares reports for pending cases books and disposed from 1991 - Present books.
- Transmits report daily.
- Copies all Remanding files for internal files and sends originals to appropriate Judge or Magistrate.
- Processes and files new criminal cases.
- Prepares docket sheets for the new criminal cases using a computer and transmits data to South Carolina Court Administration along with other required information.
- Uses typewriter, computer, copier, calculator, time clock, printer, and fax machine to perform duties.
- Monitors status of criminal cases as required using Court Administration Audit Report.
- Records judgments by indexing in computer and prepares printouts for attorneys.
- Performs criminal searches to certify any records pertaining to persons involved.
- Prepares and processes legal documents and records; processes mail and assists the public as needed.
- Prepares correspondence, transfers, bond hearings, requests, records, licenses, and reports.
- Provides back-up support to receptionist and other co-workers as needed.
- Secures interpreters for court proceeding.
- Record and file "pardons."
- Remove, record, and destroy expungements.
- Provides professional and courteous customer service at all times to in-house staff and general public either by telephone, electronically, or face to face.
- Perform other duties and related work as instructed and assigned.

Supervisory Functions:

This job has no supervisory responsibilities.

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Minimum Education and Experience Requirements:

High school diploma or general education degree (GED); and two to three years of clerical experience; and/or education in secretarial science or an Associate Degree in Business or equivalent from two-year college or technical school. Three years of office management experience preferred. Must possess typing and computer skills.

Special Certifications and Licenses:

- Notary Public

Reasoning/Mathematical/Language Skills:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Unavoidable Hazards:

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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.

I have read the above duties associated with the position of Court Clerk II. 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.

Print Employee Name

Date

Employee Signature

Date

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