

## MUNICIPAL COURT CLERK

STARTING SALARY BASED UPON EXPERIENCE

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible clerical work for the City of Woodruff Municipal Court; does related work as required. Work is performed under regular supervision. This is light work requiring the exertion of up to 40 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### DESCRIPTION OF JOB:

- Entering tickets; maintaining records and files; assisting the public; Retrieves and processes files accordingly. Prepares and processes tickets and warrants.
- Collect fees, fines and assessments also processes monthly reports for distribution of funds accordingly. Coordinate transportation for prisoner from jail to the municipal court for the purpose of court hearings. Receives incoming calls for court and police department as needed, answers questions and provides information on court matters and general matters for the City of Woodruff and the Police Department as needed. Process outgoing mail for the municipal court. Receive incoming mail for Municipal Court and distribute accordingly.
- Processes and files various reports for the Municipal Court.
- Processes all court orders Municipal Court Judge; Attends court, prepares, and maintains sentencing and other court records.
- Prepares for Jury Trials accordingly.
- Updates dispositions into computer system; notifies defendants and other parties of a case of rescheduled court dates, missed court dates, and past due fines, etc.
- Prepares and processes subpoenas.
- Assists the public, attorneys, and other public agencies with general information, completing forms, filing and Municipal Court rules.
- Performs clerical and office assistant duties as required; Operates standard office, typing and data entry equipment.
- Performs related tasks as required with confidentiality.

### KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the office methods, procedures and practices of the Municipal Court; some knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; some knowledge of office programs and policies; ability to establish and maintain effective working relationships with other city associates and the general public; ability to understand and follow oral and written instructions.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in general or legal clerical work.

### HOW TO APPLY

Interested candidates may submit resumes and applications to the City of Woodruff P.O. Box 1389 Woodruff, SC 29388 or may be emailed to [gryan@cityofwoodruff.com](mailto:gryan@cityofwoodruff.com). Applications may be downloaded on [www.cityofwoodruff.com](http://www.cityofwoodruff.com) or picked up at Woodruff City Hall 231 E. Hayne Street Woodruff, SC 29388.

**THE CITY OF WOODRUFF IS AN EOE. APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED.**