

# Sumter County Office of Human Resources



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**Sumter, SC 29150**

## **Sumter County is Presently Seeking a Clerk II for the Magistrate's Office Starting Salary \$20,000**

**Examples of Work Performed:** Under occasional supervision, performs a variety of specialized and complex clerical functions to help ensure effective and efficient office and court operations. Prepares, processes and/or transmits a variety of reports as necessary for the proper management of cases, including trial notifications, dockets, warrants, pleadings, appeals, transfers, judgments, legal forms, motions, court orders, monthly reports, etc. Maintains case files and records; disposes of cases as appropriate. Receives and responds to public inquiries and requests for assistance; explains court procedures. Accepts and records payments of fines and fees; prepares daily deposits. Communicates with attorneys and litigants to coordinate court dates and activities. Assists with courtroom duties as necessary. Performs computer data entry to record and retrieve various case information and to prepare reports and correspondence. Performs various other clerical duties as necessary, which may include but are not limited to typing reports and correspondence, researching records, copying and filing documents, obtaining judges' signatures, answering the telephone, posting mail, ordering supplies, etc. Operates a variety of equipment such as a computer, printer, typewriter, copier, fax machine, telephone, calculator, postage machine, tape recorder, audio-visual equipment, etc. Interacts and communicates with departmental supervisors and employees, Judges, County department heads and employees, attorneys, law enforcement personnel, real estate personnel, bondsmen, property owners, bank tellers, Highway Department personnel, correctional officers and the general public. Provides general administrative assistance to Chief Magistrate. Sets dockets and coordinates civil jury trial schedules. Picks up and delivers documents and materials as needed. Performs duties of co-workers as necessary. Performs related duties as required. Reports to the Chief Magistrate.

**Required Knowledge, Skills & Abilities:** Is knowledgeable in the methods, policies and procedures of the Office of the Magistrate pertaining to specific duties of the Clerk II. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the department and/or related departments and agencies. Has considerable knowledge of the functions and interrelationships of County and other governmental agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Has knowledge of the principles and practices of record-keeping and bookkeeping. Is proficient in clerical skills and is able to use professionalism and etiquette in handling telephone and office communications. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has skill in the use of computers. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Is able to read and interpret policy and procedure manuals and other materials pertaining to the responsibilities of the position. Is capable of working under stressful conditions as required. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has good organizational, technical and human relation skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to react calmly and quickly in emergency situations.

**Minimum Requirements:** Requires a vocational/technical diploma in clerical studies, paralegal or data processing supplemented by one to two years of general clerical, paralegal or related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Benefits:** One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South

Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

**Qualified applicants interested in applying should:**

Visit our website at [www.sumtercountysc.org](http://www.sumtercountysc.org) for a pre-employment application

**And**

E-mail cover letter, résumé and application [lstengel@sumtercountysc.org](mailto:lstengel@sumtercountysc.org)

**Or**

Fax cover letter, résumé and application to (803) 774-2827

**Opening Date: August 31, 2017**

**Closing Date: Open Until Filled**

**EEO/AA  
DRUGS DON'T WORK**