

Sumter County Office of Human Resources



Tiffany Jefferson
Human Resources Assistant
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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

Sumter County is Presently Seeking a
Clerk II for Probate Court
(Part-Time) 25 hours per week
\$10.00/hour

Examples of Work Performed: Under occasional supervision, performs a variety of general clerical duties to help ensure efficient and effective Probate Court office operations. Processes forms and reports required to open and close cases that come before the Court. Processes, files, indexes, and submits various forms and reports as necessary for the proper and effective management of Probate Court cases. Performs computer data entry to record and retrieve information and to prepare reports, correspondence and official documents. Establishes and maintains case files, ensuring that all related paperwork is completed with accuracy and in a timely manner. Accepts marriage license applications, records all pertinent data, types and issues licenses. Computes probate fees; prepares and mails bills. Receives, reviews, prepares and/or submits various documents to include but not limited to inventory and appraisal reports, petitions, Court orders, and notices to creditors, memos, and correspondence. Answers the telephone and provides information and assistance as required. Operates a variety of office equipment such as a computer, typewriter, adding machine, microfilm printer, etc. Interacts and communicates with various groups and individual such as the Probate Judge, Associate Probate Judge, co-workers, attorneys, law enforcement officers, State Hospital personnel, mental health and alcohol/drug professionals, public officials and the general public. Performs related duties as required. Reports to the Probate Court Judge.

Required Knowledge, Skills and Abilities: Has thorough knowledge of the methods, procedures and policies of the Probate Court as they pertain to the performance of 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 of related departments and agencies. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has knowledge of the various required forms and reports necessary for the proper processing of Court cases. Is able to read and interpret probate codes, financial statements, etc. pertaining to the responsibilities of the job. Has excellent clerical skills and ability to perform duties with accuracy and in a timely manner. Has the mathematical ability to handle required calculations. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill and care in the use of computers and other office equipment. Must be able to lift and/or carry weights of five to ten pounds.

Minimum Training and Experience: Requires a high school diploma supplemented by one to two years of general clerical experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Qualified Candidates:

Visit our website at www.sumtercountysc.org for a pre-employment application

And

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

Or

Email to tjefferson@sumtercountysc.org

Opening Date: February 23, 2018

Closing Date: Until Filled

EEO/AA

DRUGS DON'T WORK