

**CITY OF BEAUFORT, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: COURT CLERK II  
COURT ADMINISTRATION**

**GENERAL STATEMENT OF JOB**

Under supervision and direction of the Court Administrator, is responsible for providing specialized administrative support and technical dissemination services to ensure proper and efficient court operations. Assists in insuring the collection and accountability for traffic tickets and warrants; performing data entry; receiving payments; preparing deposits; preparing correspondence; maintaining logs; mailing copies of documents; assisting with accounts receivable activities.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Assists in greeting and assisting the public which includes answering the telephone for the department.

Must work irregular hours to include bond court seven days a week beginning at 6:30 AM; Night Court on Monday and Thursday evenings beginning at 6:00 PM.

Assists in insuring all uniform traffic tickets and warrants are collected, accounted for and entered into the computer; assigns docket numbers; maintains proper files.

Assists in the receipt of payments which involves performing data entry, crediting payment to proper account, balancing the cash drawer and preparing the daily deposits.

Assists in the collection of all accounts receivables for the Court, including scheduling time payments with defendants and reviewing accounts regularly.

Prepares all paperwork for bond hearings, attends bond court and disseminates all paperwork afterwards.

Performs computer data entry to record and retrieve case and payment information and to prepare reports and correspondence.

Attend court hearings and records the dispositions imposed by the Judge; ensures all dispositions are entered into the database. Issues bench warrants and NRVC's as necessary; prepares correspondence.

Schedules Preliminary Hearings and disseminates related correspondence.

Interprets Court procedures and provides assistance and information to attorneys and the public as required.

Assists with scheduling of roster meetings for jury trials.

Receives, prepares, processes, files and/or submits a variety of reports and records including trial requests, appeals, various notices, tickets, receipts, warrants, transmittals, trial letters, NRVC's expungements and various general office correspondence.

Utilizes various machinery and equipment such as computer, typewriter, printer, adding machine, tape recorder, telephone, copier, fax, etc.

Interacts and communicates with the immediate supervisor, departmental supervisors and employees, co-workers, County personnel, attorneys, other Court personnel, law enforcement personnel, customers, sales representatives, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a vocational/technical diploma in secretarial science or other relevant field supplemented by three to five years of secretarial or administrative experience, preferably in a legal/court setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Position requires irregular work hours and overtime to include work during nights and weekends.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines and equipment including a computer, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights of up to twenty-five pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, dictionary, schedules, directories, codes, ordinances, etc. Requires the ability to enter data into computer and prepare reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic

office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. Worker may be subject to danger or risk to a slight degree and to tension as a consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Is knowledgeable in the methods, policies and procedures of Court Administration pertaining to specific duties of the Court 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 City and of related departments and agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the principles and practices of municipal government and court procedures and practices. Has knowledge of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to provide effective leadership and supervision to assigned personnel. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is capable of working under stressful conditions as required. Knows how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Safety/Loss Control Responsibilities:** Required to comprehend and abide by the contents of the Safety Program and is required to maintain a safe working environment. Management will ensure that Personal Protective Equipment (PPE) is provided to employees based on the hazard/risk exposure and will ensure that employees are trained in the proper selection, use and maintenance of PPE's. Employees shall use all safety devices and PPE's provided for their protection.